Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual
Release 4.2

Western District of North Carolina
July 2015

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions. The eVoucher program will allow for:

- On-line voucher completion by the attorney acting for the service provider.
- On-line voucher review and submission by the attorney.
- On-line submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.
- Allows attorneys to keep track of time they will be out-of-the-office for medical leave, vacation, etc.

Voucher & Authorization Request Submission

- Transcript authorization requests by attorneys.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers may not be used with CJA.

Payment Requirements

- Attorneys must keep their eVoucher profile current and up-to-date.
- Appointed panel attorneys must provide their Social Security Number in their user profile. Providing a Tax Identification Number alone will not guarantee payment.
- Attorneys that only act as associates, do not provide your Social Security Number is the SSN field.
- Experts that are self-employed service providers must provide a Social Security number in their user profile.
- Experts that are company employed, do not enter your Social Security Number.
- When motioning the court to employ expert services, Attorney's must provide the service provider's email address. Their email address is required to guarantee payment.

eVoucher Support

Call 704-374-0820, or email evoucher@ncwd.uscourts.gov

Court Appointment

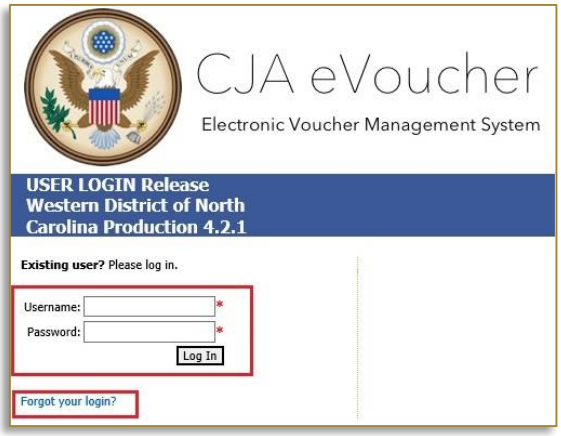
When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

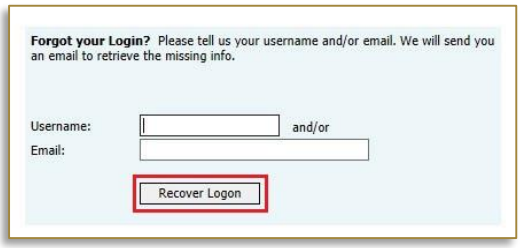
Attorneys will be provided the necessary information on how to access eVoucher. It is suggested that you bookmark it for easier access.

Login and Password Information

Your CJA eVoucher Username will be the same as your CM/ECF username. However, passwords will be set and maintained by the attorney. To log in, enter your Username and Password, and click Log In



Recovering Login or Password


Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.
Username:
and/or
Email:
Recover Logon

If you forget your username or password, click the **Forgot your login?** Hyperlink. Enter your Username or Email address, and click **Recover Logon** to retrieve your information.

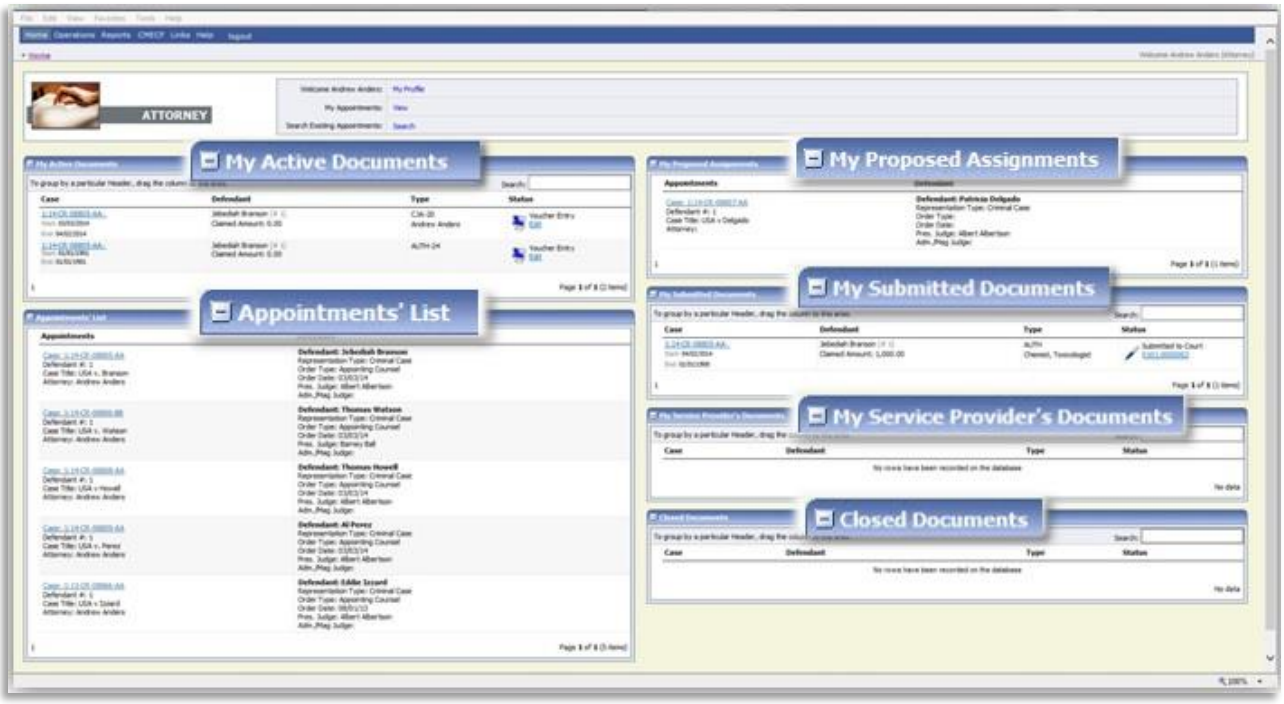
Note:
Users that enter the incorrect password three times will be locked out of their account. The Recover Login and Password link will not unlock the account. To have your account unlocked, contact the CJA eVoucher help desk at http://fdwnc.org/evouchers.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher, and they will be required to **change their passwords periodically**. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

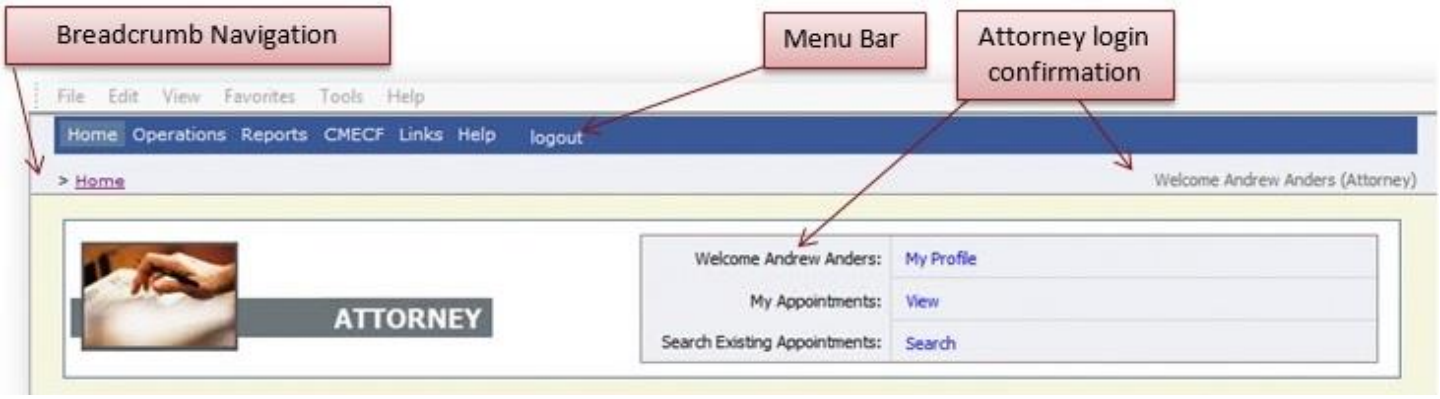
Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.



Folder Descriptions	
My Active Documents	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment, however, this function will not be used in NCWD as appointments will be verbally accepted before being created in eVoucher.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
My Service Provider's Documents	Contains all the vouchers for your service providers. This will include: • Vouchers in progress for services provided by experts. • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query cases in CM/ECF.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: • Another link to your Profile. • "Contact Us" e-mail. • Privacy Notice.
Logout	Logs user off the eVoucher program.

Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

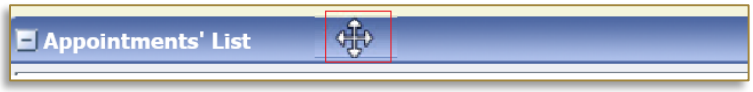
Expanding/Collapsing Folders: Click the plus sign to expand a folder. Click the minus sign to collapse a folder.

Moving Folders

Step 1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A crosshair icon will appear.



Step 2

Drag the folder to the new location and release the mouse.

Sorting: Click the column heading (e.g., Case, Description, Type) to sort in either ascending or descending order.

Resizing of Column

Step 1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a double arrow ⟺ appears.

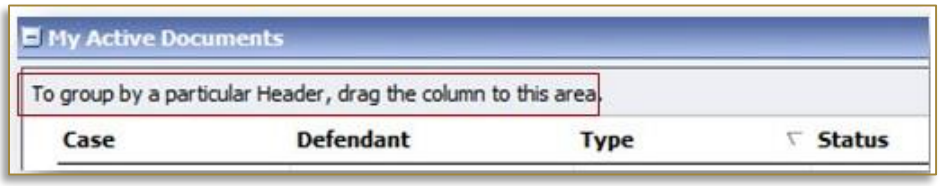
Step 2

Drag the line in the desired direction to enlarge or reduce the column size.

Note:
The folder size does not increase; therefore, some columns may move off the screen.

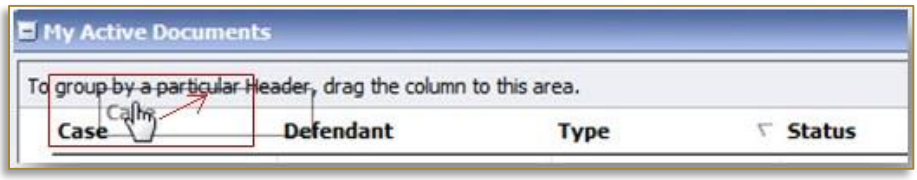
Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the "Group Header bar" may be sorted in this manner.

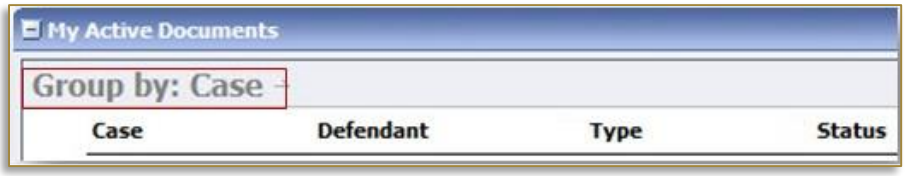


Step 1 Click the header for the column you wish to group.

Step 2 Hold the cursor and drag the header to the "Group by Header" bar.



Step 3 Release the cursor and all the information in that folder will be grouped and sorted by that selection.

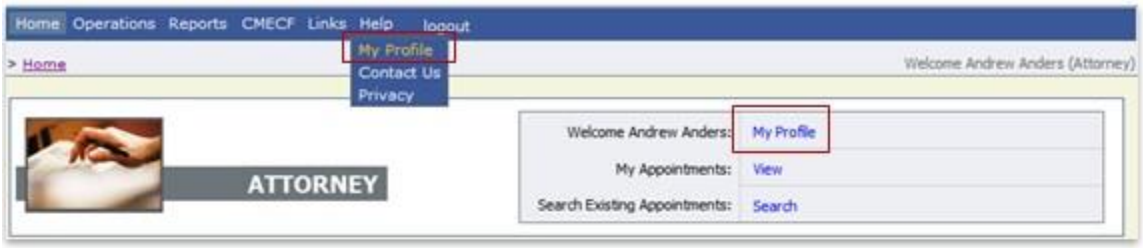


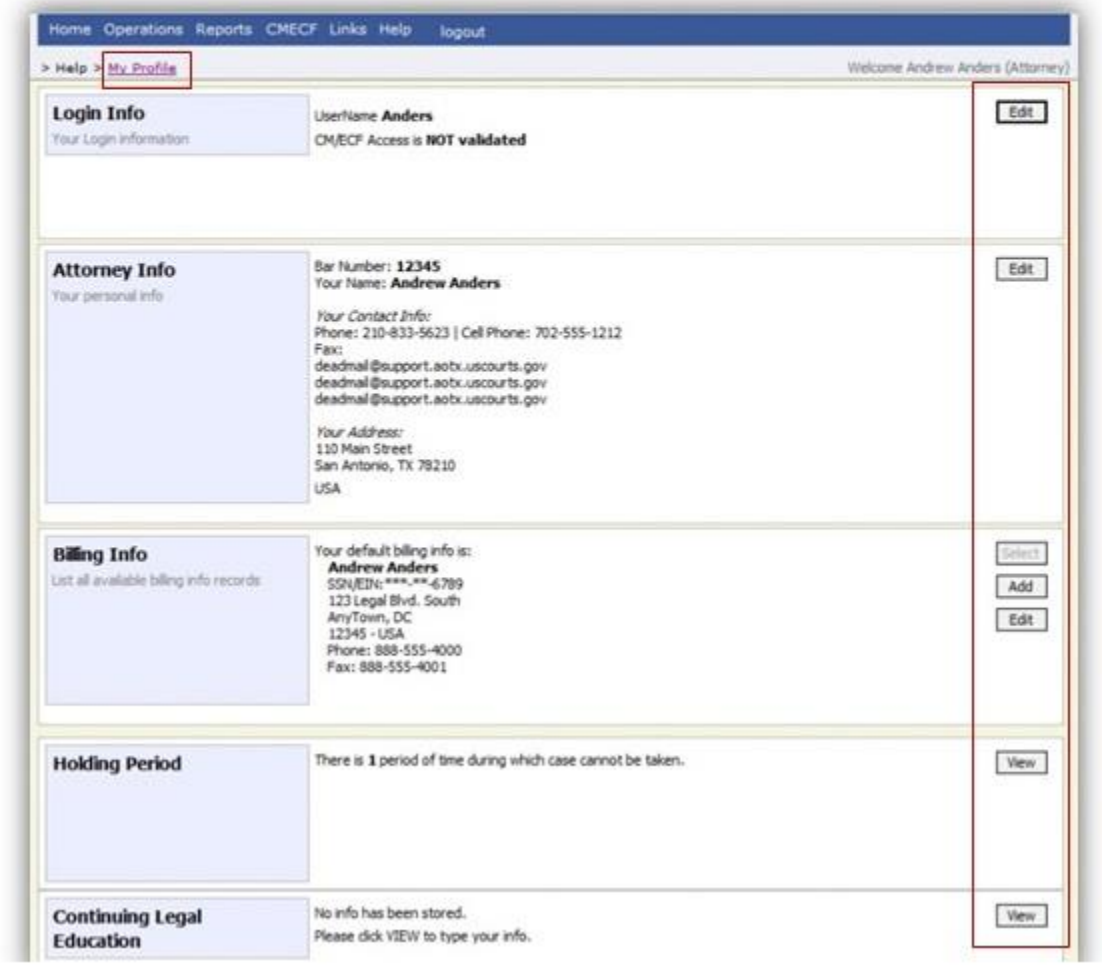
My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)
- Document any CLE attendance (Continuing Legal Education section.)

Click the My Profile link from either the Home screen or the Help menu bar to open the "My Profile" page.

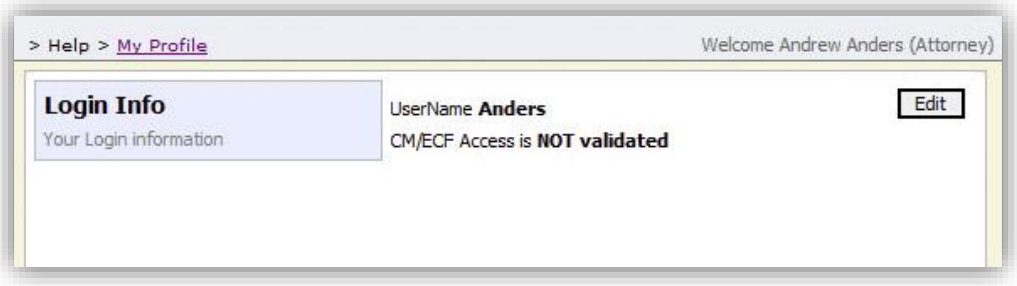




Changing My CJA eVoucher Password

Step 1

Under the **Login Info** section, click **Edit** to change your Password.



Step 2

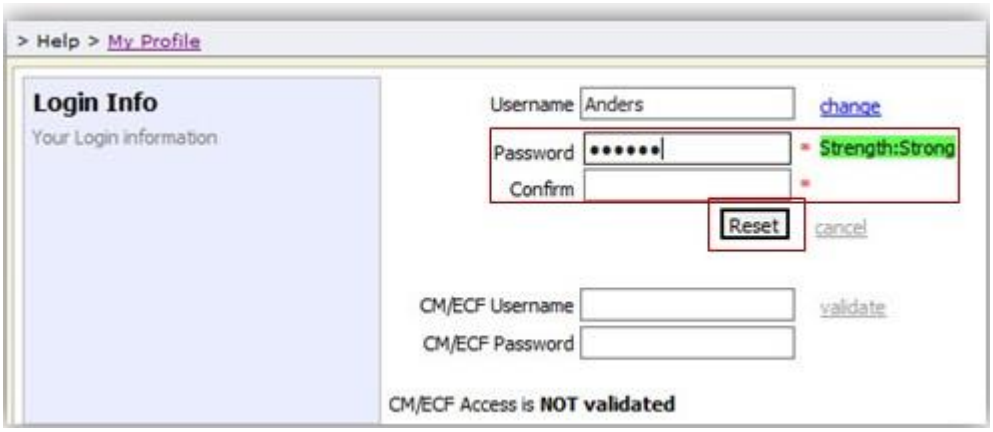
To reset your password, click **Reset**.

Step 3

Type the new password and retype it in the confirm field.

Step 4

Press the **Reset** button to save.



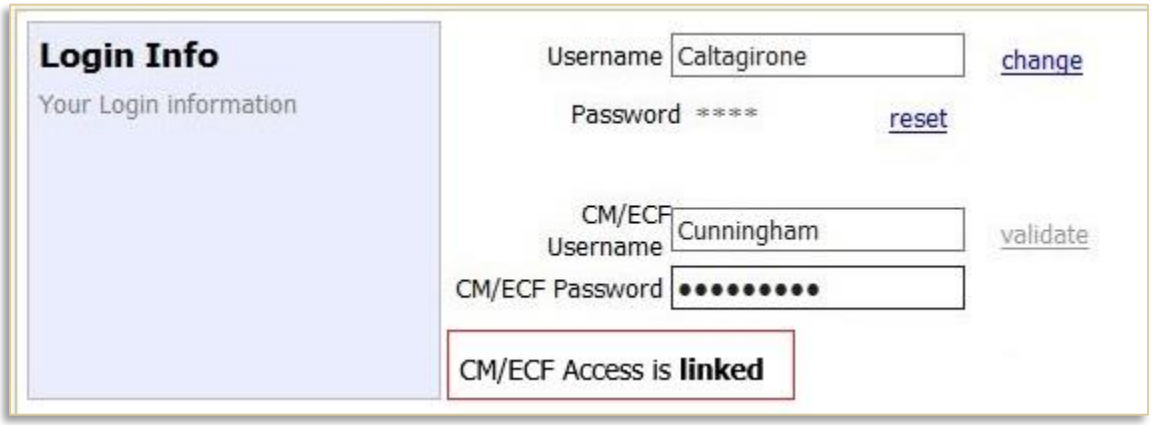
Step 5

Click the **Close** button to exit the login Info section.

Linking CM/ECF Login for Read-Only Connection

CJA eVoucher has the option of a read-only connection with the District's CM/ECF. To link your CM/ECF account to the CJA eVoucher program, enter your CM/ECF Username/Password and select **validate**. This will allow for synchronization between CJA eVoucher and CM/ECF.

Once you've logged in, the validation message will show CM/ECF Access is linked.



Attorney Info

Step 1

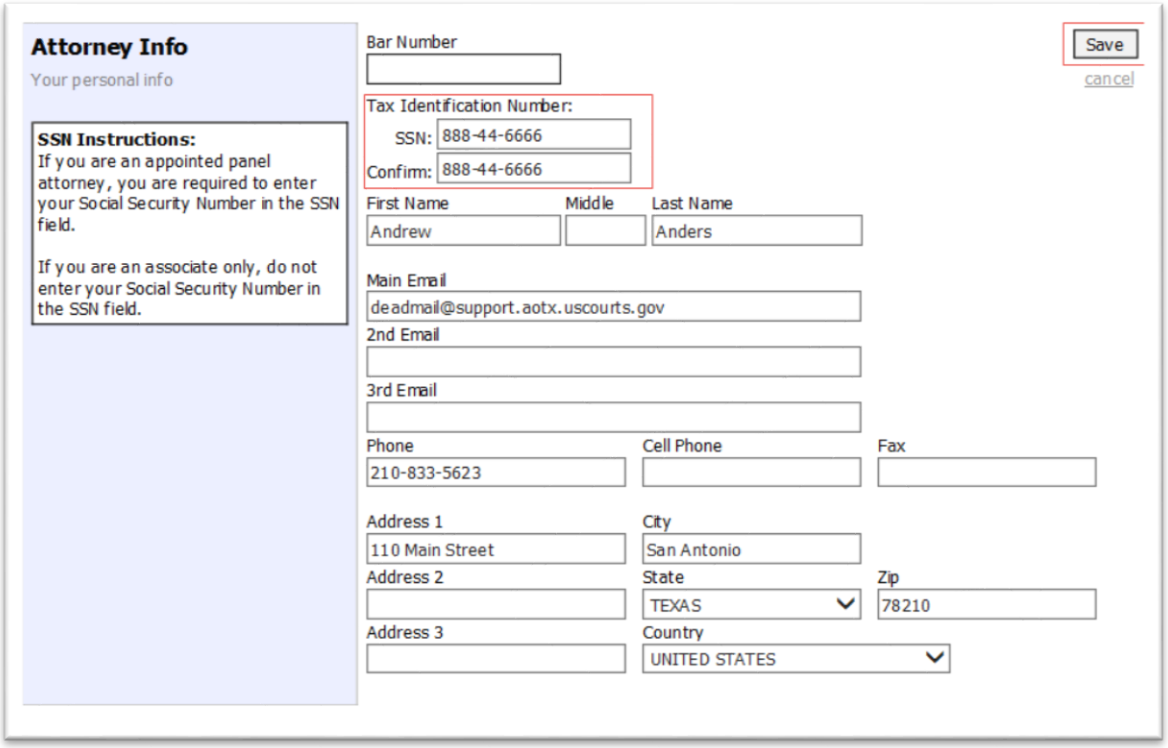
Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Step 2

Make any necessary changes.

Step 3

Click **SAVE**.



Notes:

- Each attorney (except Associates) must enter his/her Social Security Number into the user profile.
- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

Step 2

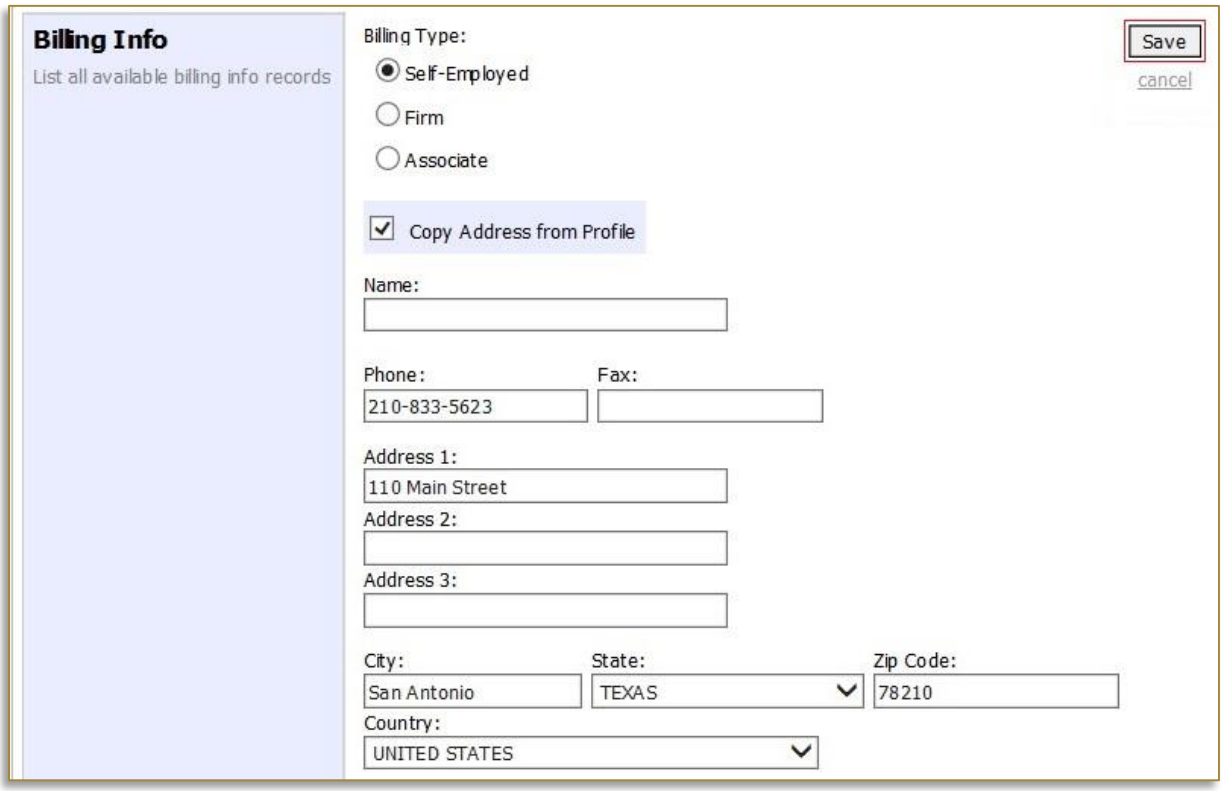
Click **Edit** if you wish to change the information already entered.

Notes:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

Step 3

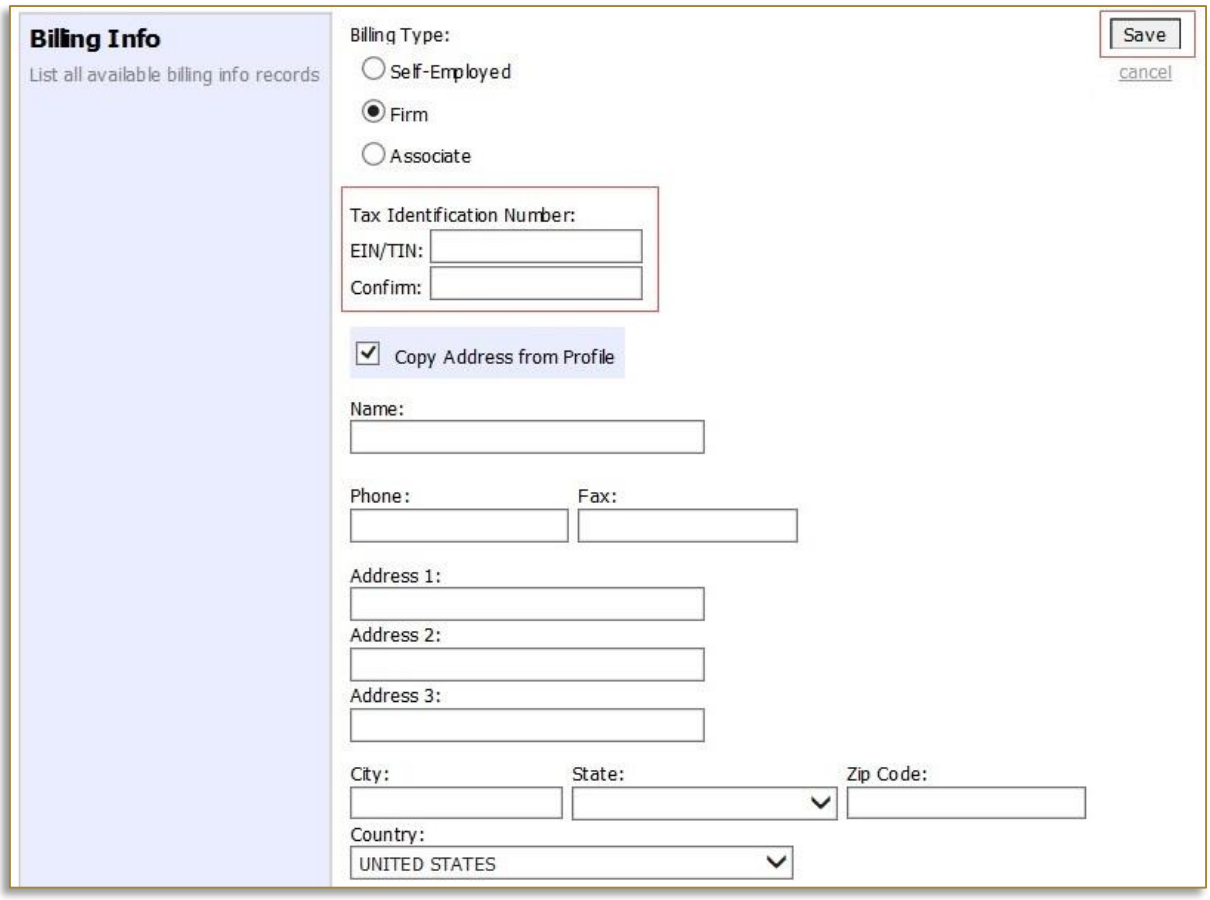
Make any necessary changes and click **SAVE**.



Billing Info (cont'd)

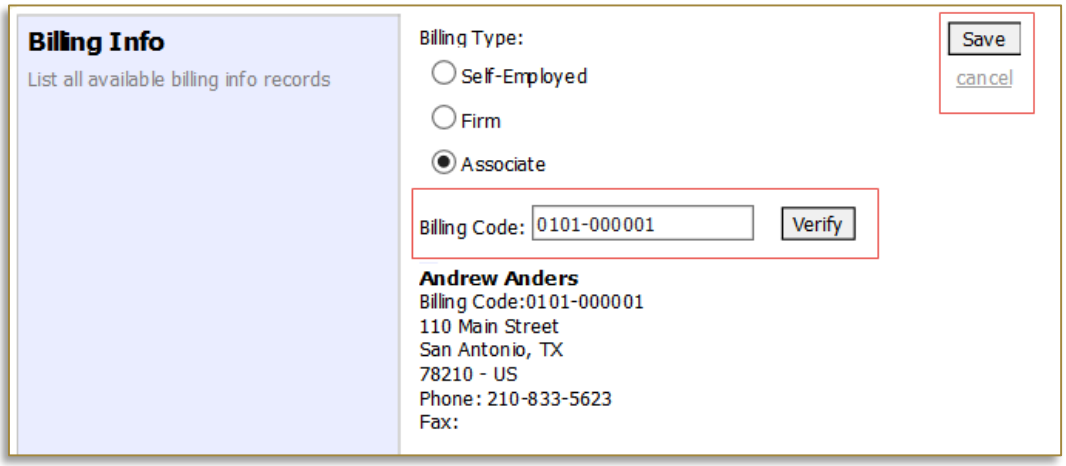
Step 4

If applicable, **add** Billing Info for a Firm or an Associate.



Notes:

- Attorneys with a pre-existing agreements must enter the firm's EIN and name (required).
- Associates do not need to enter a Social Security Number, but they will need to enter the Billing Code of the attorney to be paid.

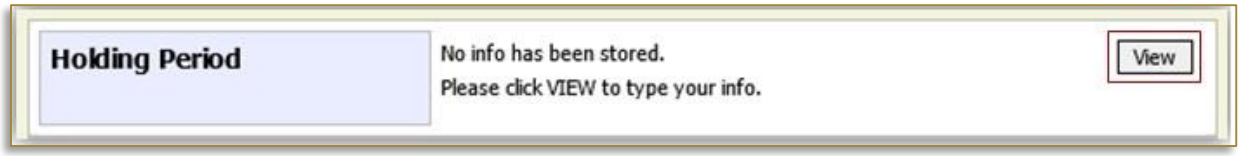


Holding Period

Holding periods can be used to enter any medical leave, vacation, etc. This feature does not notify the court, however, will allow you to keep up with your out-of-the-office time.

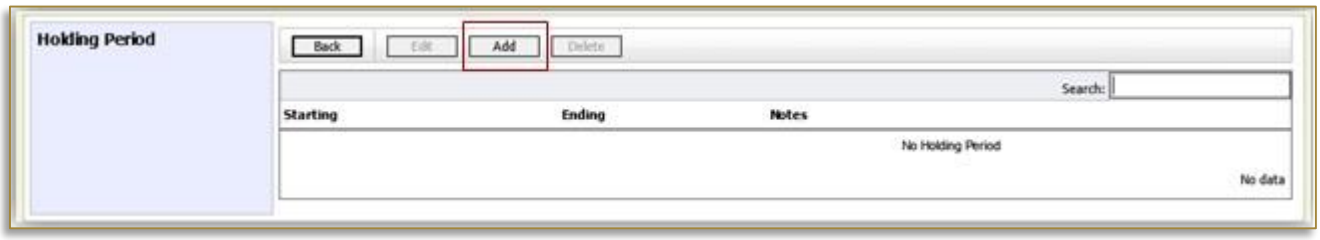
Step 1

Under the **Holding Period** section click **View**.



Step 2

Click **Add**.

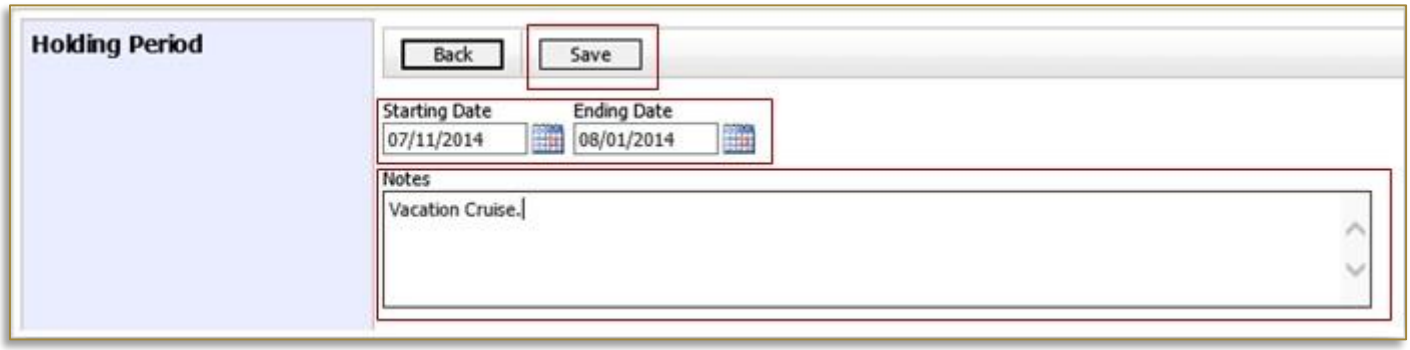


Step 3

Enter the Starting and Ending Date, along with Notes.

Step 4

Click **SAVE**.

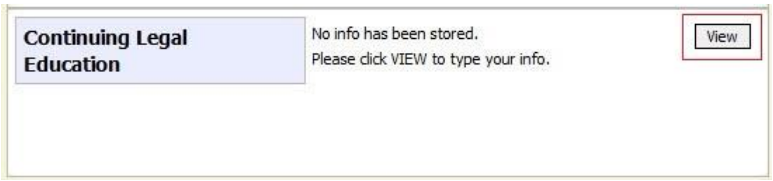


Continuing Legal Education

An attorney can keep track of their Continuing Legal Education.

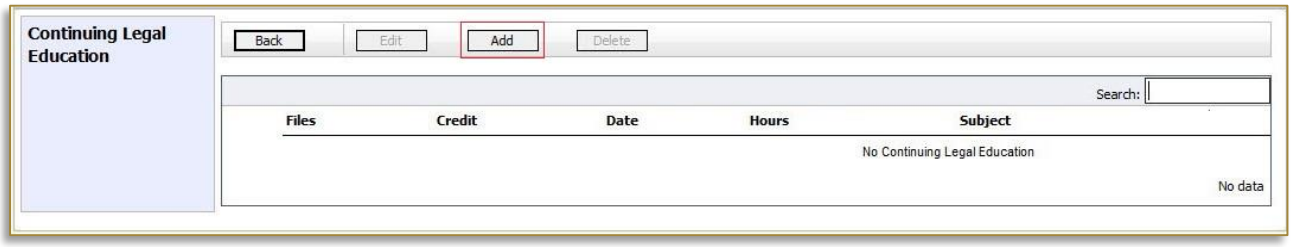
Step 1

Under the **Continuing Legal Education** section, click the **View** button to access your CLE information.



Step 2

To add CLE information, click **Add**.

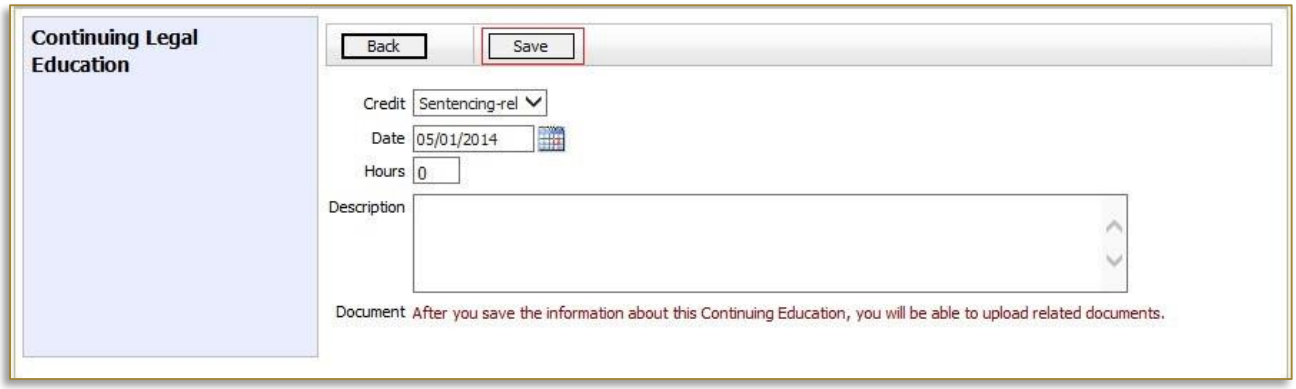


Step 3

Click the **Credit** dropdown menu to select CLE categories.

Step 4

Enter the Date, the number of Hours, and a Description.



Step 5

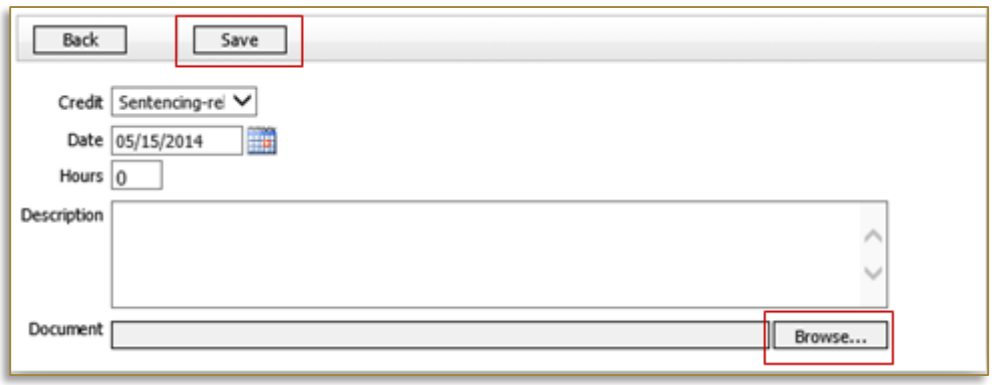
Click **SAVE**.

Note:
After information is saved, you'll be able to upload related PDF documents.

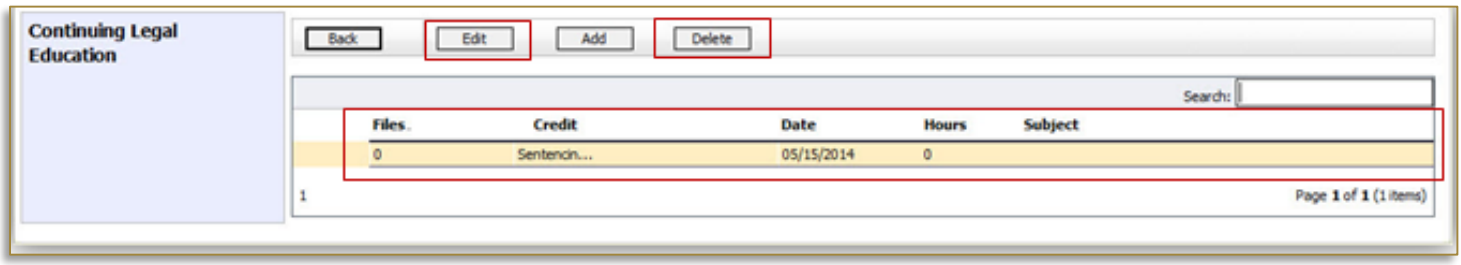
Continuing Legal Education (cont'd)

Step 6 Click **Browse**, to upload and attach a PDF document.

Step 7 Click **SAVE**.



All entries will be appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

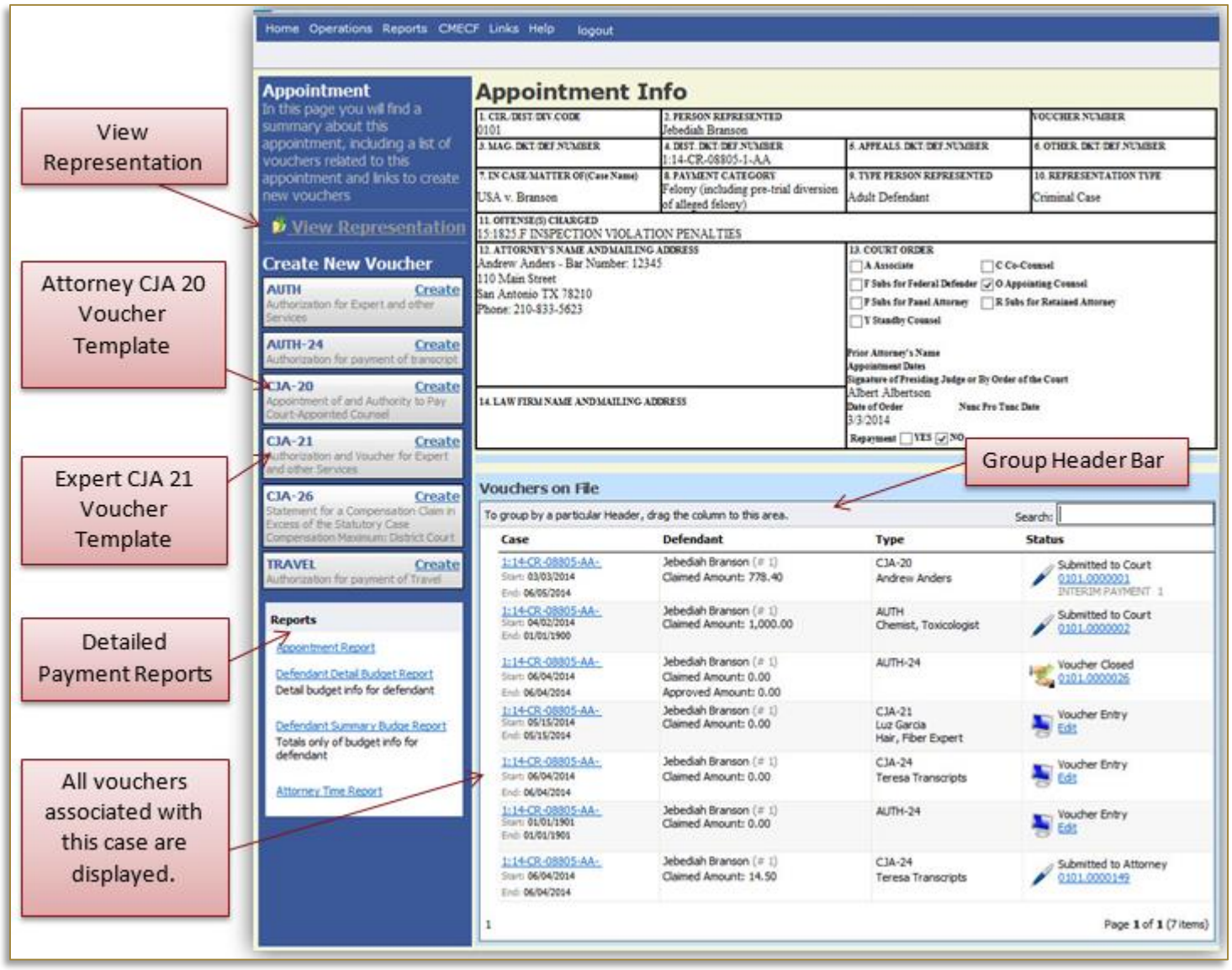


Appointment's List

Locate the **Appointments** section under the Appointment's List on your home page. This is a quick reference to all your appointments.

Step 1

Click the case number hyperlink to open the **Appointment** page.


View Representation
Attorney CJA 20 Voucher Template
Expert CJA 21 Voucher Template
Detailed Payment Reports
All vouchers associated with this case are displayed.
Group Header Bar
Home Operations Reports CMECF Links Help logout
Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers
View Representation
Create New Voucher
AUTH Create
Authorization for Expert and other Services
AUTH-24 Create
Authorization for payment of transcript
CJA-20 Create
Appointment of and Authority to Pay Court-Appointed Counsel
CJA-21 Create
Authorization and Voucher for Expert and other Services
CJA-26 Create
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court
TRAVEL Create
Authorization for payment of Travel
Reports
Appointment Report
Defendant Detail Budget Report
Detail budget info for defendant
Defendant Summary Budge Report
Totals only of budget info for defendant
Attorney Time Report
Appointment Info
1. CIR./DIST./DIV. CODE 0101
2. PERSON REPRESENTED Jebediah Branson
VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER
4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA
5. APPEALS DKT./DEF. NUMBER
6. OTHER DKT./DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson
8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623
13. COURT ORDER
A Associate C Co-Counsel
F Subs for Federal Defender O Appointing Counsel
P Subs for Panel Attorney R Subs for Retained Attorney
Y Standby Counsel
Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order 3/3/2014
Nunc Pro Tunc Date
Repayment YES NO
14. LAW FIRM NAME AND MAILING ADDRESS
Vouchers on File
To group by a particular Header, drag the column to this area.
Search:
Case
Defendant
Type
Status
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014
Jebediah Branson (# 1) Claimed Amount: 778.40
CJA-20 Andrew Anders
Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900
Jebediah Branson (# 1) Claimed Amount: 1,000.00
AUTH Chemist, Toxicologist
Submitted to Court 0101.0000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014
Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00
AUTH-24
Voucher Closed 0101.0000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014
Jebediah Branson (# 1) Claimed Amount: 0.00
CJA-21 Luz Garcia Hair, Fiber Expert
Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014
Jebediah Branson (# 1) Claimed Amount: 0.00
CJA-24 Teresa Transcripts
Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901
Jebediah Branson (# 1) Claimed Amount: 0.00
AUTH-24
Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014
Jebediah Branson (# 1) Claimed Amount: 14.50
CJA-24 Teresa Transcripts
Submitted to Attorney 0101.0000149
1
Page 1 of 1 (7 items)

Appointment List (cont'd)

Step 2

From the Appointment page open, click **View Representation**.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers
View Representation

View Representation

The **View Representation** information will display:

- Default excess fee limit.
- Presiding judge.
- Magistrate judge.
- Co-counsel.
- Previous counsel.

Step 3

Click **Home** on the Menu bar at the top of the page.

CJA-20 Voucher Process Overview

Court approves Court Appointed Counsel → FDO creates appointment → Attorney creates CJA-20, enters services & expenses, and submits voucher to court → Voucher audited by FDO → Voucher approved (or rejected) by Court → Voucher processed for payment

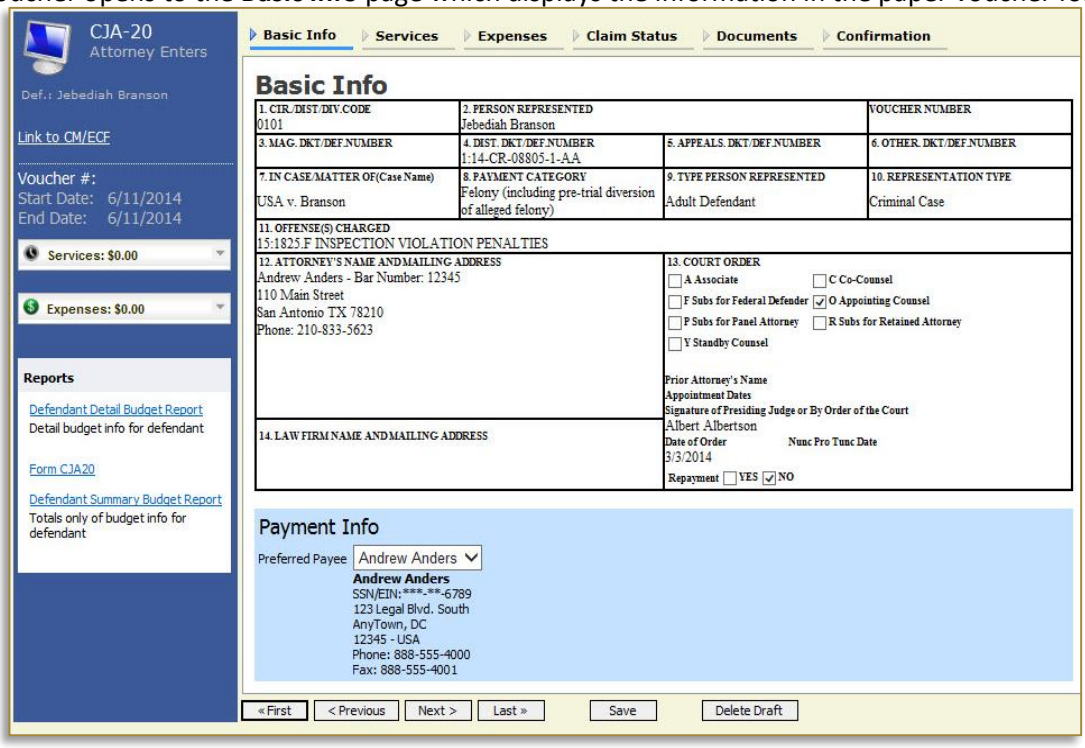
Creating the CJA-20 Voucher

The Court creates the appointment. The attorney will receive an email notification, which at that time, the attorney can initiate the CJA-20 voucher.

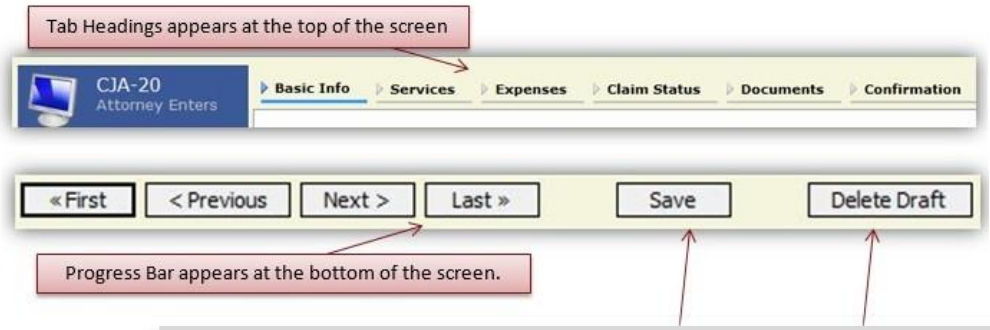
> **Note:**
> The CJA-30 voucher function is primarily the same.

Step 1 From the **Appointment** page click **Create** from the CJA-20 Voucher template.

The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.



Creating the CJA-20 Voucher (cont'd)



Notes:

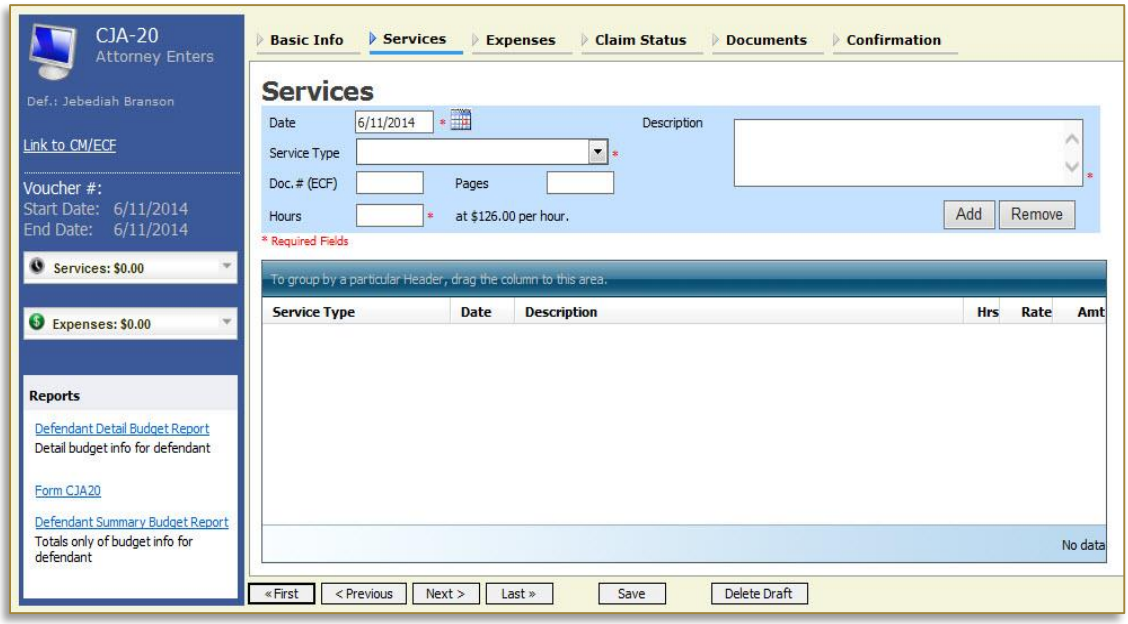
- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab headings or Progress bar.

Entering Services

Line item time entries should be entered on the Services tab. Both In-Court and Out-of-Court time should be recorded on this screen.

Step 2

Click the **Services** tab or click the **Next** option located on the Progress bar.



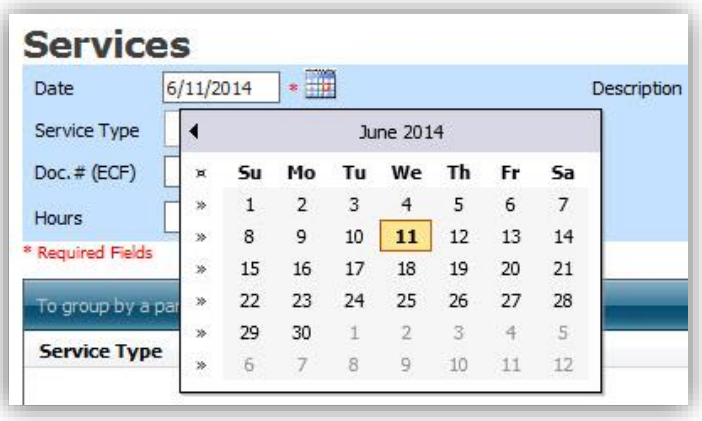
Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Entering Services (cont'd)

Step 3

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.



Step 4

Select **Service Type** from the drop-down menu.

Notes:

- You may add dates in any order.
- You can sort in chronological order at any time.

Step 5

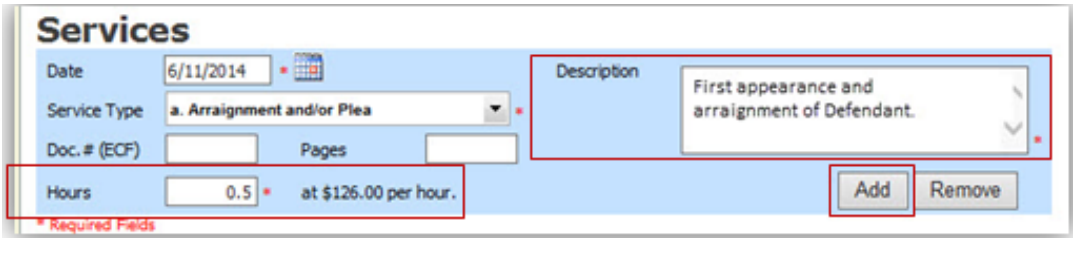
Enter hours of service in tenths of an hour.

Step 6

Enter a description.

Step 7

Click **Add.**

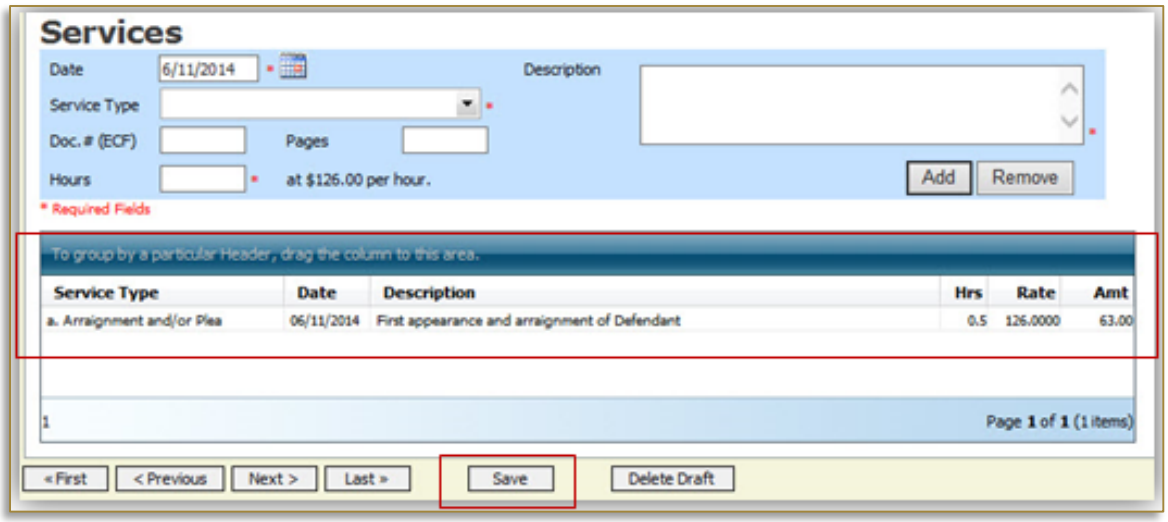


Notes:

- You may add time in any order.
- Double click an entry to edit.

Entering Services (cont'd)

The entry will be added to the voucher and appear at the bottom of the Service Type section.

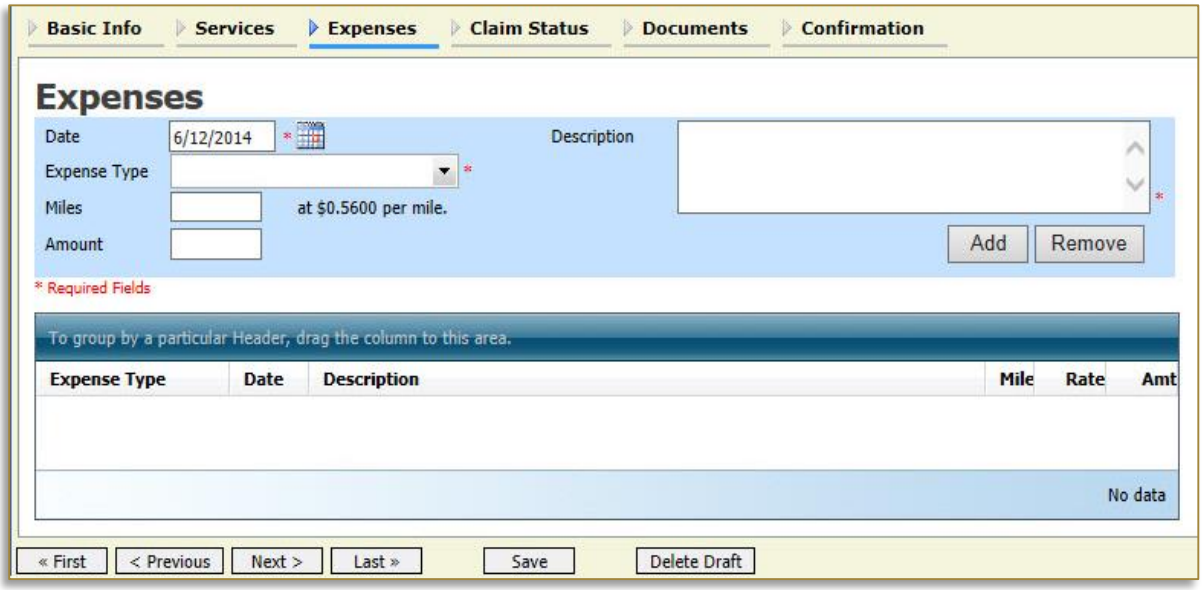


Step 8 Click the **Date** header. This will sort services according to date which will allow to confirm you've entered all service dates.

Step 9 Click **SAVE.**

Entering Expenses

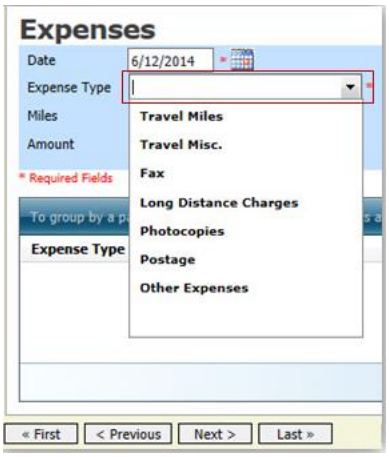
Step 1 Click the **Expenses** tab or click the **Next** option located on the Progress bar.



Entering Expenses (cont'd)

Step 2 Select the Date.

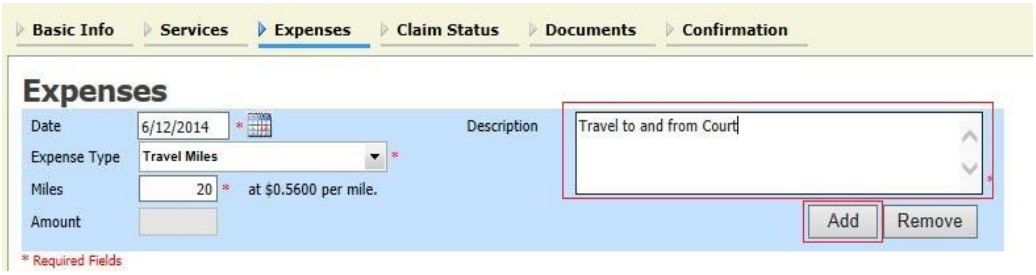
Step 3 Enter the Expense Type from the Expense Type drop-down menu.



Step 4 If Travel Miles is chosen, enter the round trip mileage. The eVoucher system automatically calculates the current mileage rate.

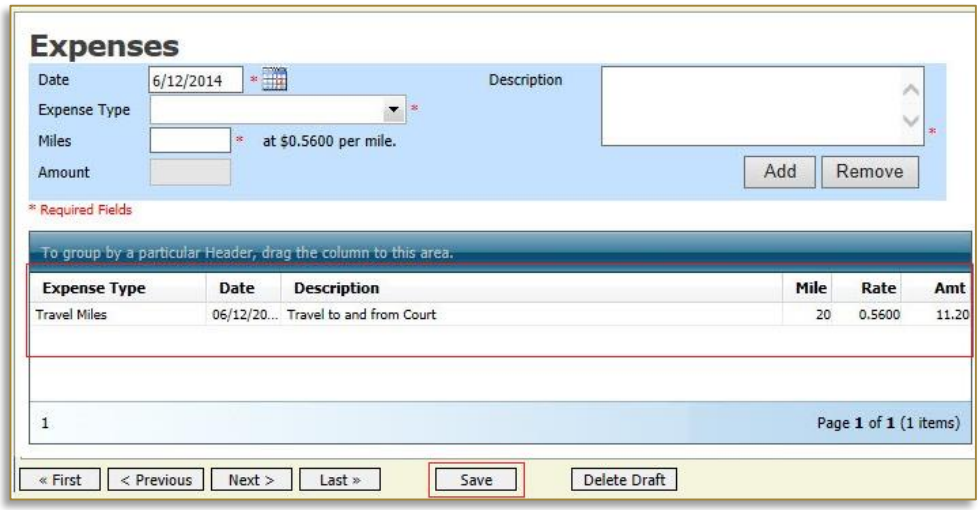
Step 5 Enter a description.

Step 6 Click **Add**.



The entry will be added to the voucher and will appear at the bottom of the Expense Type section.

Step 7 Click **SAVE**.



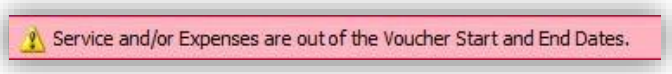
Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.

Entering Claim Status

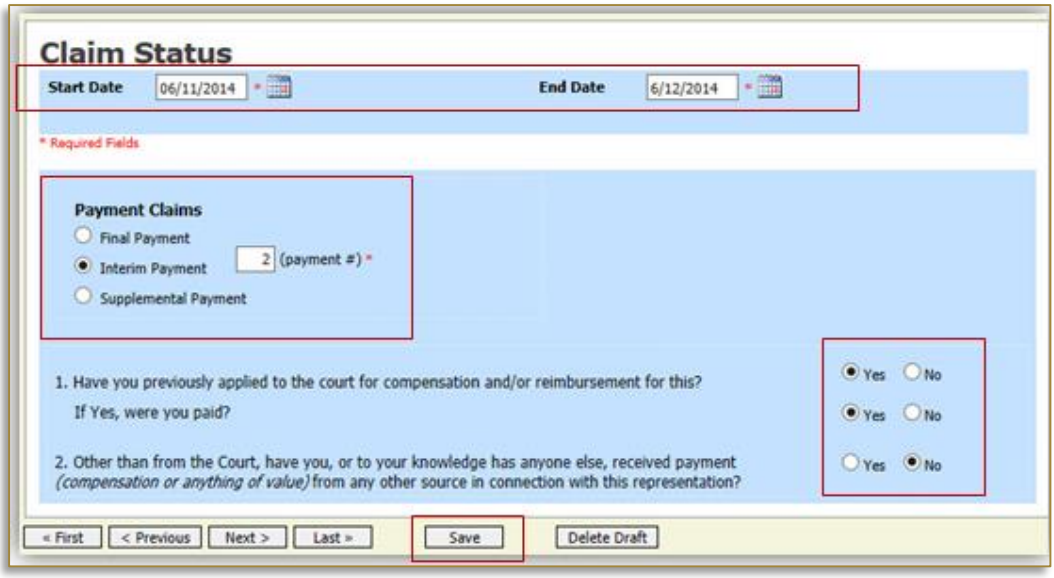
Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:



The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step 1 Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If you are unsure, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.


Claim Status
Start Date 06/11/2014 *
End Date 6/12/2014 *
* Required Fields
Payment Claims
Final Payment
Interim Payment 2 (payment #) *
Supplemental Payment
1. Have you previously applied to the court for compensation and/or reimbursement for this?
If Yes, were you paid?
2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?
Yes No
Yes No
Yes No
« First
< Previous
Next >
Last »
Save
Delete Draft

Step 3 Indicate payment type.

Notes:

- Incorrect start and end dates on the Claim Status tab is the most common problem in eVoucher.
- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but interim payment must first be granted by the Court. If using interim payment, indicate the number of this requested payment.
- After Final Payment number has been submitted, a Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **SAVE**.

Supporting Documents

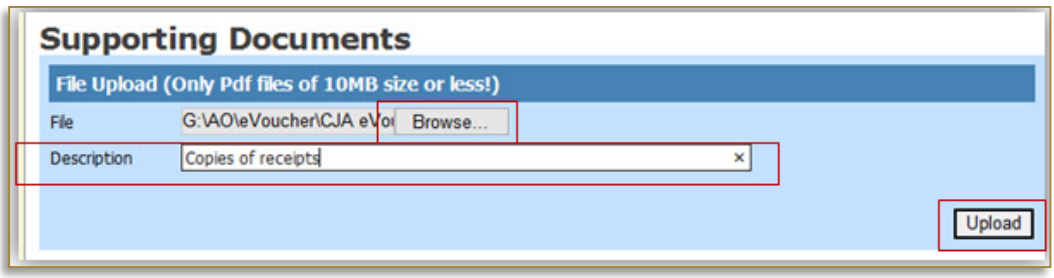
Attorneys (as well as the Court) may attach documents. Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

Step 1 To add an attachment, click the **Browse** button to locate your file.

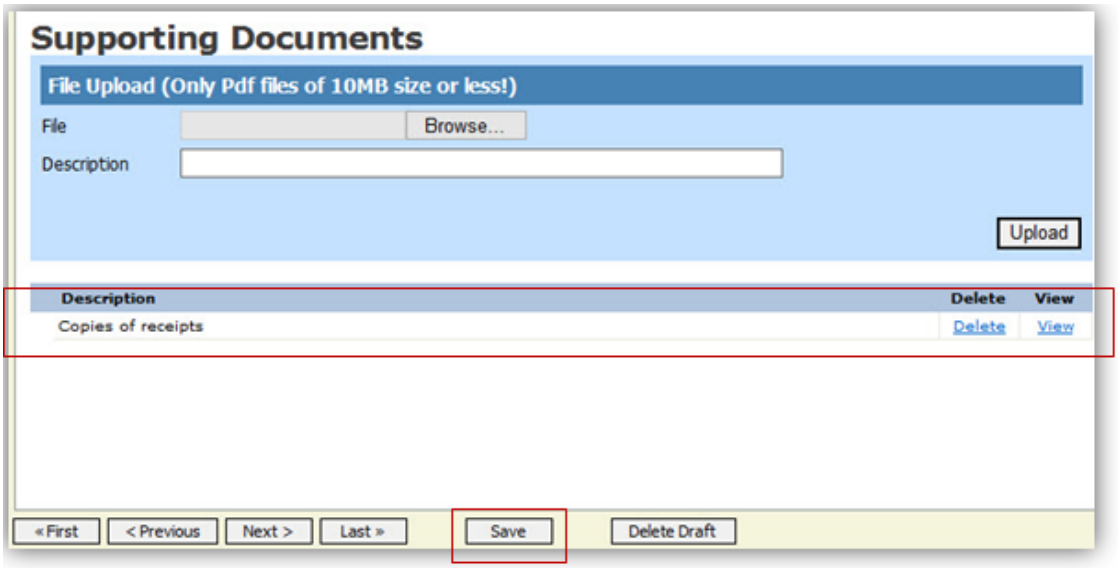
Note:
All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



The attachment and description is added to the voucher and appears in the bottom of the Description section.



Step 4 Click **SAVE**.

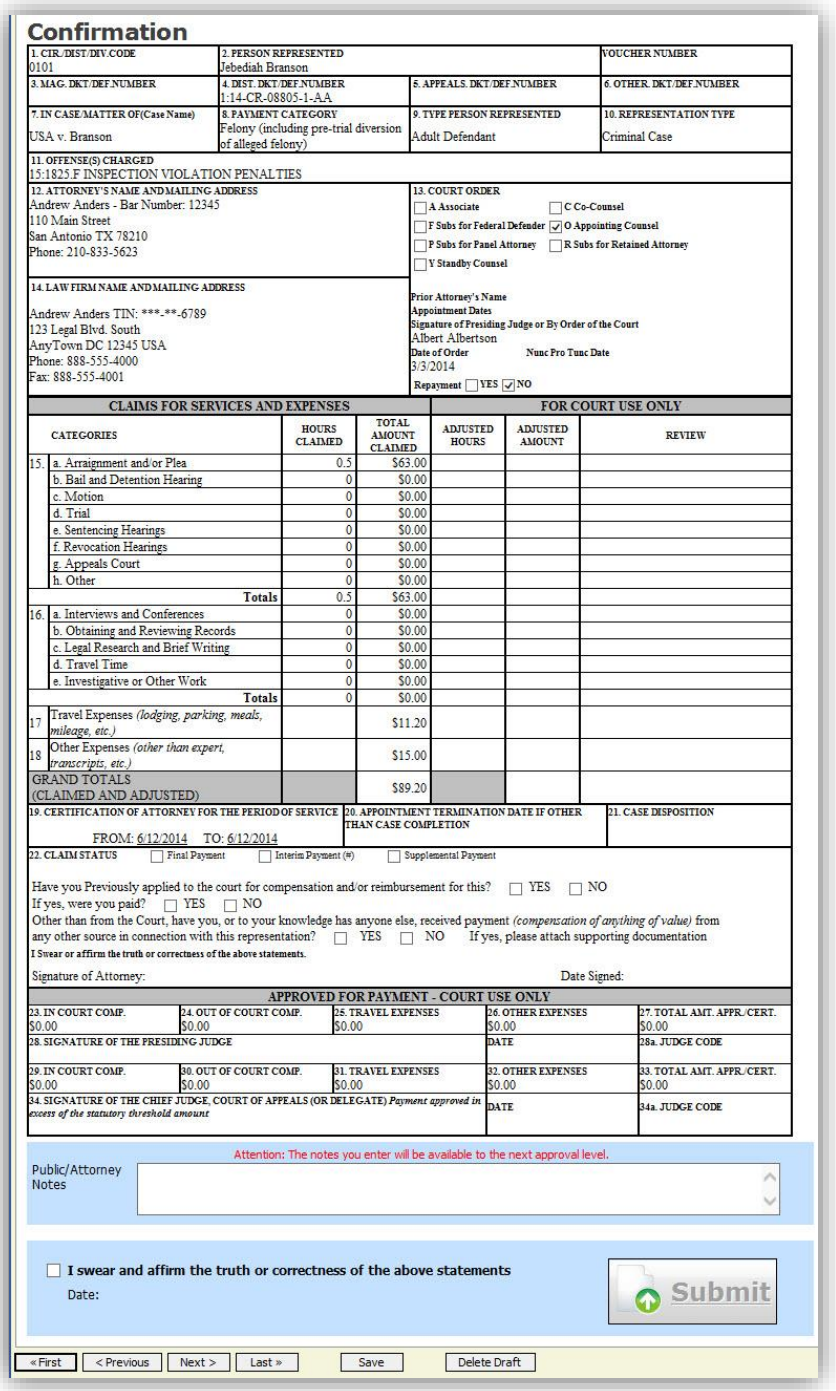
Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Signing and Submitting Voucher to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the Court.

Step 1 Click the **Confirmation** tab or the **Last** option located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.



Confirmation

1. CIR./DIST./DIV. CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0101	Jebediah Branson		
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE/MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders - Bar Number: 12345
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel
☐ F Subs for Federal Defender ☑ O Appointing Counsel
☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ Y Standby Counsel

14. LAW FIRM NAME AND MAILING ADDRESS
Andrew Anders TIN: ***-**-6789
123 Legal Blvd. South
AnyTown DC 12345 USA
Phone: 888-555-4000
Fax: 888-555-4001

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order 3/3/2014 Nunc Pro Tunc Date
Repayment ☐ YES ☑ NO

CLAIMS FOR SERVICES AND EXPENSES				FOR COURT USE ONLY		
	CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15.	a. Arraignment and/or Plea	0.5	$63.00			
	b. Bail and Detention Hearing	0	$0.00			
	c. Motion	0	$0.00			
	d. Trial	0	$0.00			
	e. Sentencing Hearings	0	$0.00			
	f. Revocation Hearings	0	$0.00			
	g. Appeals Court	0	$0.00			
	h. Other	0	$0.00			
	Totals	0.5	$63.00			
16.	a. Interviews and Conferences	0	$0.00			
	b. Obtaining and Reviewing Records	0	$0.00			
	c. Legal Research and Brief Writing	0	$0.00			
	d. Travel Time	0	$0.00			
	e. Investigative or Other Work	0	$0.00			
	Totals	0	$0.00			
17	Travel Expenses *(lodging, parking, meals, mileage, etc.)*		$11.20			
18	Other Expenses *(other than expert, transcripts, etc.)*		$15.00			
	GRAND TOTALS (CLAIMED AND ADJUSTED)		$89.20			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
FROM: 6/12/2014 TO: 6/12/2014		

22. CLAIM STATUS ☐ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment

Have you Previously applied to the court for compensation and/or reimbursement for this? ☐ YES ☐ NO
If yes, were you paid? ☐ YES ☐ NO
Other than from the Court, have you, or to your knowledge has anyone else, received payment *(compensation of anything of value)* from any other source in connection with this representation? ☐ YES ☐ NO If yes, please attach supporting documentation

I Swear or affirm the truth or correctness of the above statements.

Signature of Attorney: Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR./CERT.
$0.00	$0.00	$0.00	$0.00	$0.00

28. SIGNATURE OF THE PRESIDING JUDGE — DATE — 28a. JUDGE CODE

29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR./CERT.
$0.00	$0.00	$0.00	$0.00	$0.00

34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) *Payment approved in excess of the statutory threshold amount* — DATE — 34a. JUDGE CODE

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements

Date:

Submit

« First | < Previous | Next > | Last » | Save | Delete Draft

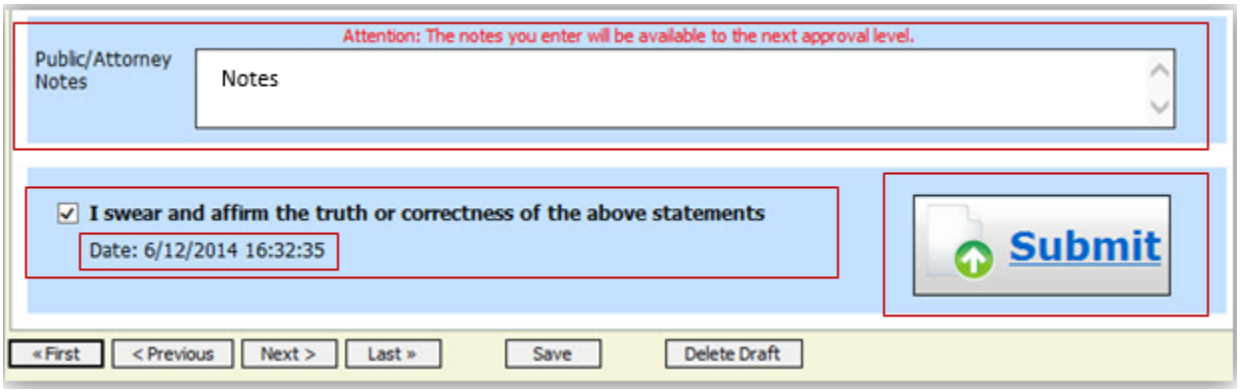
Signing and Submitting Voucher to Court (cont'd)

Step 2 Verify the information on the voucher is correct.

Step 3 Scroll to the bottom of the screen.

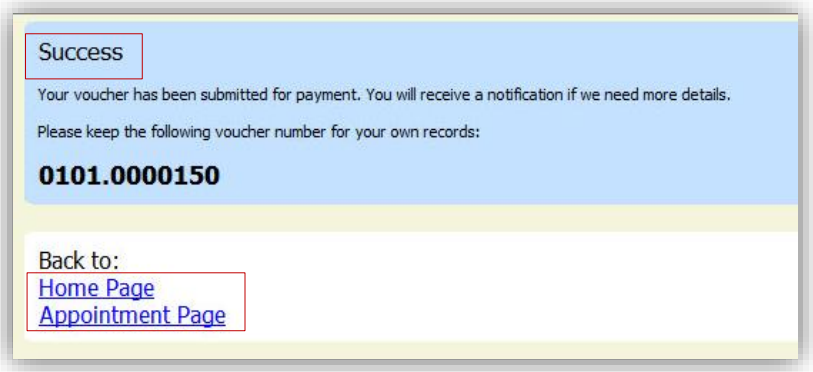
Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:
You may include any information to the Court or FDO in the Public/Attorney Notes section. It's best to date and initial any note you submit.



Step 5 Click **Submit** to send to the Court.

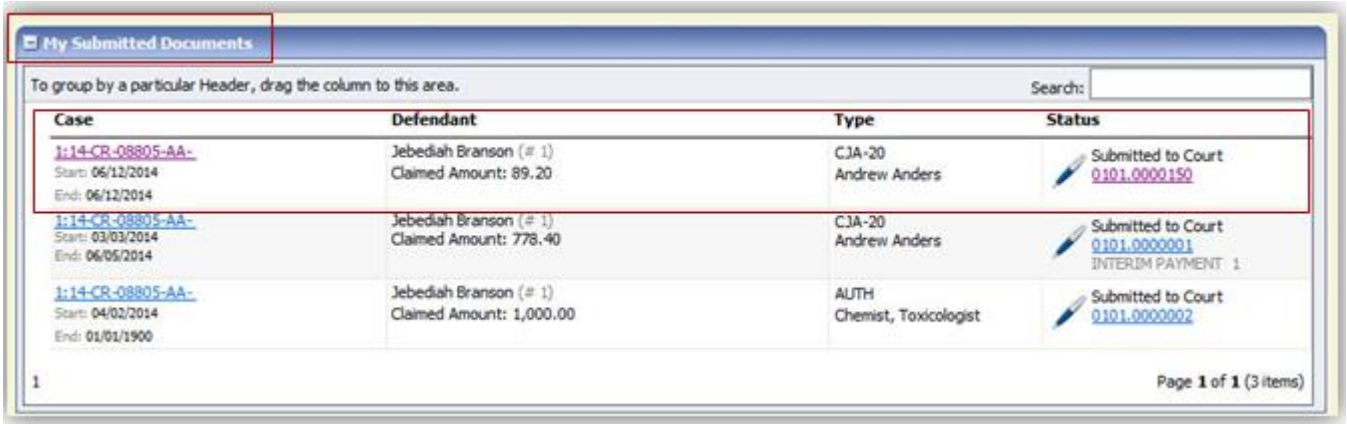
A confirmation screen will appear indicating the action was successful and the voucher has been submitted for payment.


Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000150
Back to:
Home Page
Appointment Page

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to continue working with this appointment.

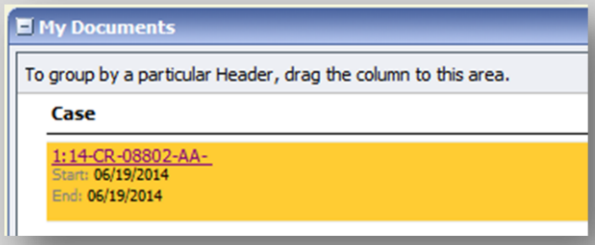
Signing and Submitting Voucher to Court (cont'd)

The active voucher is removed from the "My Active Documents" folder and now appears in the "My Submitted Documents" section.



Notes:

- If a voucher is rejected by the Court, it will reappear in the "My Documents" section and will be highlighted in gold.



- An email message generated by the system will be sent explaining what corrections need to be made.

CJA-20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.

- Expand the item by clicking on the down arrow (▼) to reveal specifics.

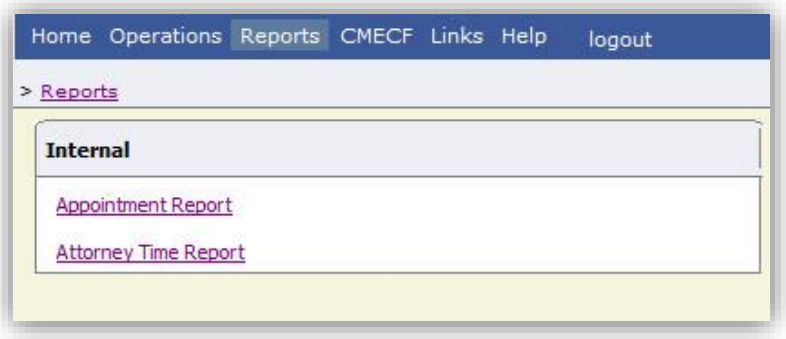
Services: $63.00
In Court Services
Service | Hours | Amt.
Arraignment and/or Plea | 0.5 | $63.00
Bail and Detention Hearing | 0 | $0.00
Motion Hearings | 0 | $0.00
Trial | 0 | $0.00
Sentencing Hearing | 0 | $0.00
Revocation Hearings | 0 | $0.00
Appeals Court | 0 | $0.00
Other | 0 | $0.00
Totals | 0.5 | $63.00
Out of Court Services
Service | Hours | Amt.
Interviews and Conferences | 0 | $0.00
Obtaining and Reviewing Records | 0 | $0.00
Legal Research and Brief Writing | 0 | $0.00
Travel Time | 0 | $0.00
Investigative and Other Work | 0 | $0.00
Totals | 0.0 | $0.00
Expenses: $26.20
Travel
Expense Type | Amount
Travel Miles | $11.20
Travel Misc | $0.00
Totals | $11.20
Expenses
Expense Type | Amount
Fax | $0.00
Long Distance Charges | $0.00
Photocopies | $15.00
Postage | $0.00
Other Expenses | $0.00
Totals | $15.00

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.
- Form CJA20 will open the voucher, which will allow you to print or save the form.

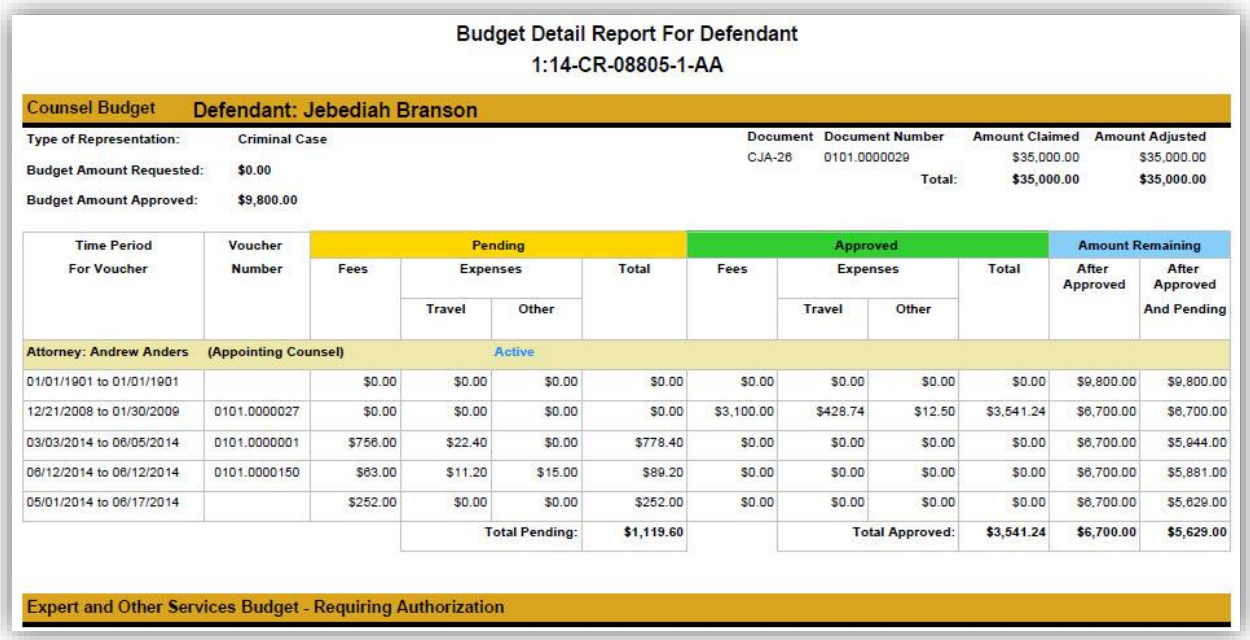
Other accessible reports can be found on the Menu bar.



Defendant Detailed Budget Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service.



Budget Detail Report For Defendant
1:14-CR-08805-1-AA

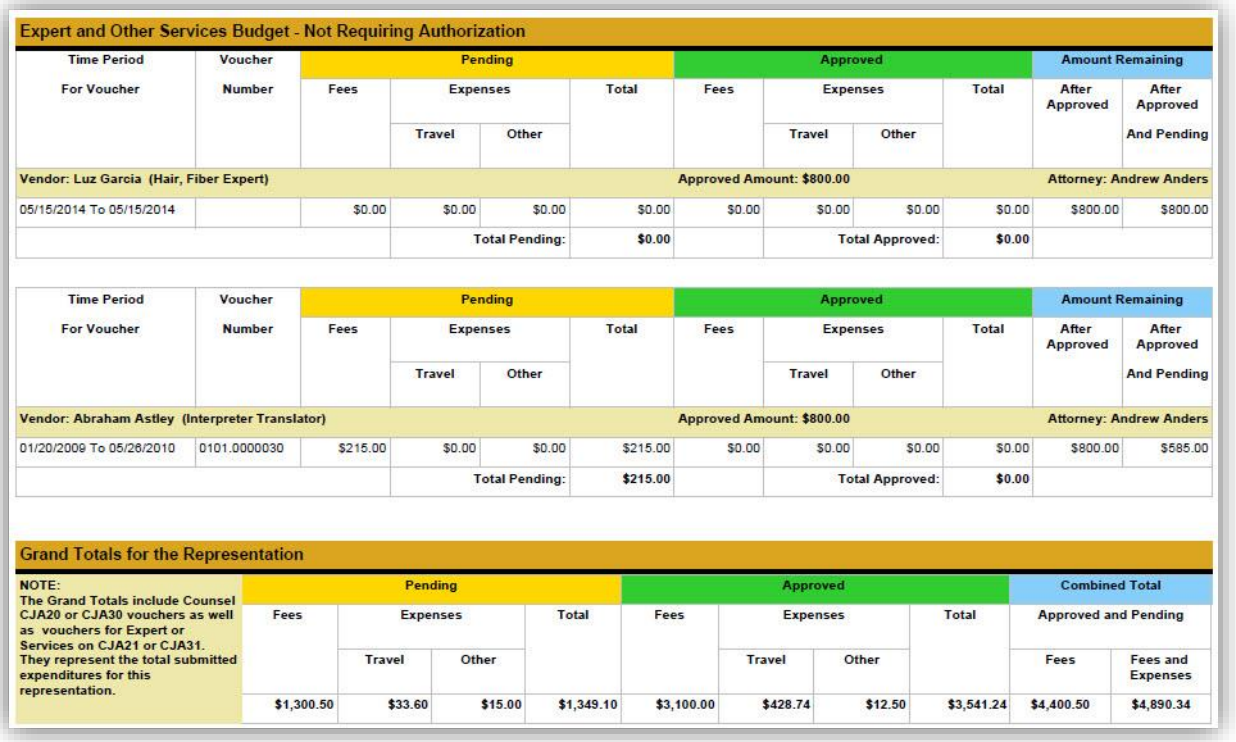
Counsel Budget **Defendant: Jebediah Branson**

Type of Representation: Criminal Case
Budget Amount Requested: $0.00
Budget Amount Approved: $9,800.00

Document	Document Number	Amount Claimed	Amount Adjusted
CJA-26	0101.0000029	$35,000.00	$35,000.00
	Total:	$35,000.00	$35,000.00

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Attorney: Andrew Anders (Appointing Counsel)				Active							
01/01/1901 to 01/01/1901		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,800.00	$9,800.00
12/21/2008 to 01/30/2009	0101.0000027	$0.00	$0.00	$0.00	$0.00	$3,100.00	$428.74	$12.50	$3,541.24	$6,700.00	$6,700.00
03/03/2014 to 06/05/2014	0101.0000001	$756.00	$22.40	$0.00	$778.40	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,944.00
06/12/2014 to 06/12/2014	0101.0000150	$63.00	$11.20	$15.00	$89.20	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,881.00
05/01/2014 to 06/17/2014		$252.00	$0.00	$0.00	$252.00	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,629.00
				Total Pending:	$1,119.60			Total Approved:	$3,541.24	$6,700.00	$5,629.00

Expert and Other Services Budget - Requiring Authorization



Expert and Other Services Budget - Not Requiring Authorization

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Vendor: Luz Garcia (Hair, Fiber Expert)						Approved Amount: $800.00				Attorney: Andrew Anders	
05/15/2014 To 05/15/2014		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$800.00	$800.00
				Total Pending:	$0.00			Total Approved:	$0.00		

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Vendor: Abraham Astley (Interpreter Translator)						Approved Amount: $800.00				Attorney: Andrew Anders	
01/20/2009 To 05/26/2010	0101.0000030	$215.00	$0.00	$0.00	$215.00	$0.00	$0.00	$0.00	$0.00	$800.00	$585.00
				Total Pending:	$215.00			Total Approved:	$0.00		

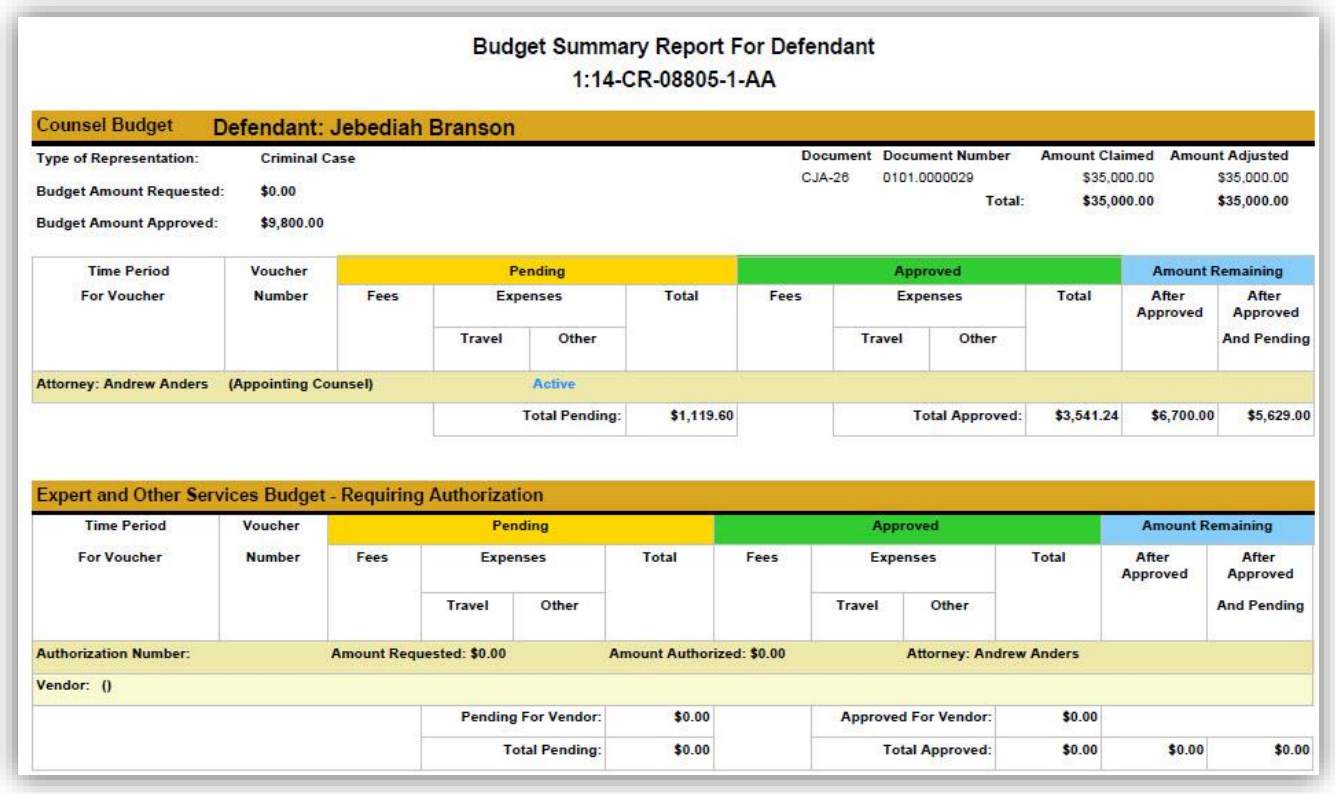
Grand Totals for the Representation

NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.

Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Combined Total Approved and Pending Fees	Combined Total Approved and Pending Fees and Expenses
$1,300.50	$33.60	$15.00	$1,349.10	$3,100.00	$428.74	$12.50	$3,541.24	$4,400.50	$4,890.34

Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.



Budget Summary Report For Defendant
1:14-CR-08805-1-AA

Counsel Budget **Defendant: Jebediah Branson**

Type of Representation:	Criminal Case
Budget Amount Requested:	$0.00
Budget Amount Approved:	$9,800.00

Document	Document Number	Amount Claimed	Amount Adjusted
CJA-26	0101.0000029	$35,000.00	$35,000.00
	Total:	$35,000.00	$35,000.00

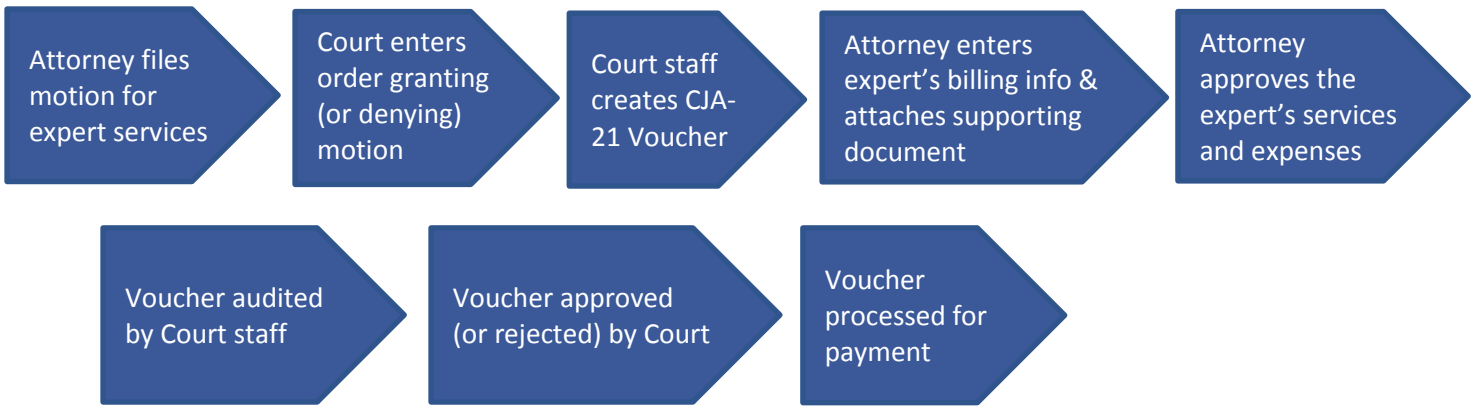
Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Attorney: Andrew Anders (Appointing Counsel)			Active								
				Total Pending:	$1,119.60			Total Approved:	$3,541.24	$6,700.00	$5,629.00

Expert and Other Services Budget - Requiring Authorization

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Authorization Number:		Amount Requested: $0.00			Amount Authorized: $0.00			Attorney: Andrew Anders			
Vendor: ()											
				Pending For Vendor:	$0.00			Approved For Vendor:	$0.00		
				Total Pending:	$0.00			Total Approved:	$0.00	$0.00	$0.00

CJA-21 Voucher Process Overview

In the Western District of North Carolina, before a CJA-21 voucher can be created, Court Appointed Counsel must motion the Court for Appointment of Expert Services. Below is an overview of the CJA-21 workflow.


Attorney files motion for expert services
Court enters order granting (or denying) motion
Court staff creates CJA-21 Voucher
Attorney enters expert's billing info & attaches supporting document
Attorney approves the expert's services and expenses
Voucher audited by Court staff
Voucher approved (or rejected) by Court
Voucher processed for payment

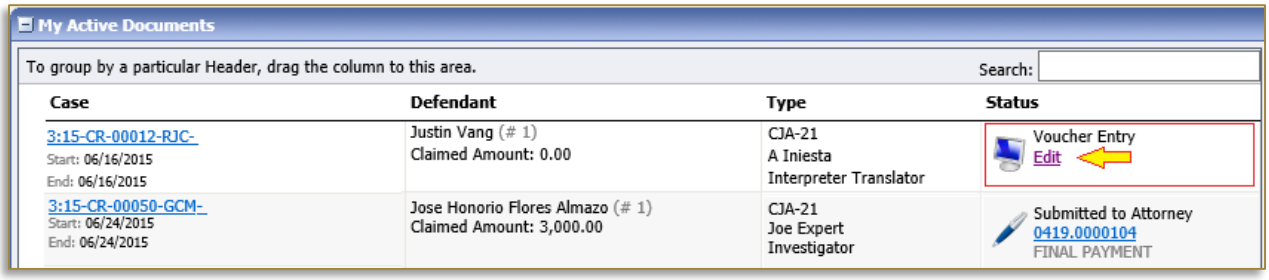
Creating the CJA-21 Voucher

If the Motion is granted, court staff will create the CJA-21 in the CJA eVoucher system. Counsel will receive an email that the CJA-21 Voucher is ready to add Services, Expenses, Claim Status, and Documents, and can be found in their "My Active Documents" with the status of "Voucher Entry."

Note:
The CJA-31 voucher function is primarily the same.

Entering Expert Services

Step 1 From your My Active Documents section, click on **Edit** next to the corresponding voucher.

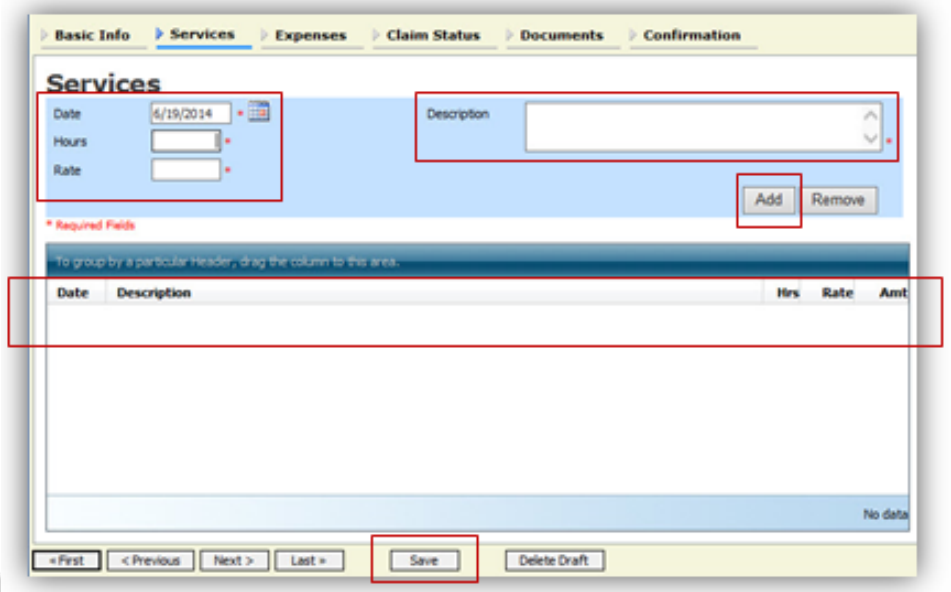


Step 2 Click the **Services** tab or click the **Next** option located on the Progress bar.

Step 3 Enter the Date, Hours, Rate, and Description.

Step 4 Click **Add**.

The item will appear in the bottom of the Services list section.



Step 5 Click **SAVE**.

Notes:

- There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.
- If all information is not entered you cannot advance to the next screen.

Entering Expert Expenses

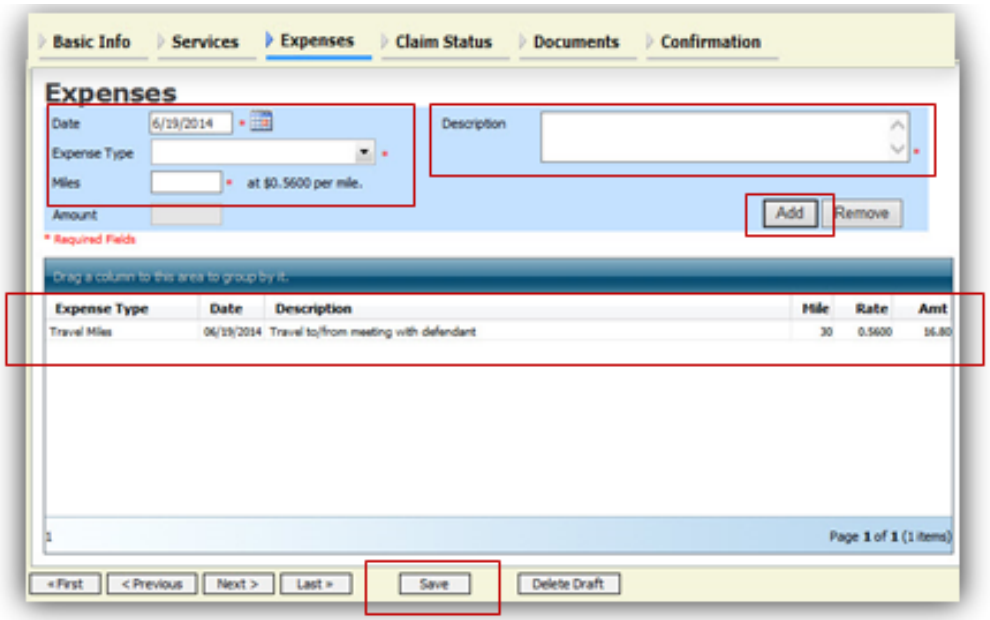
Step 1 Click the Expenses tab or click the Next option located on the Progress bar.

Step 2 Enter the Date, Expense Type, Description and Miles.

Step 3 Click **Add**.

The item will appear in the bottom of the Expense Type section.

Step 4 Click **SAVE**.



Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

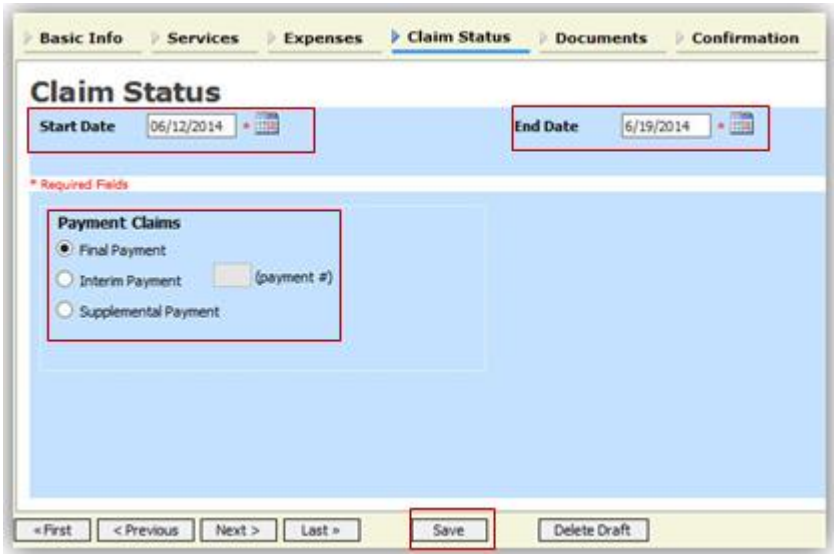
Entering Claim Status

Step 1 Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step 3 Select an option under the **Payment Claims** section.

Step 4 Click **SAVE**.



Note:
Interim Payment allows for payment in segments, but interim payment must be approved by the court in advance. If using this type of payment indicate the number of this requested payment.

Supporting Documents

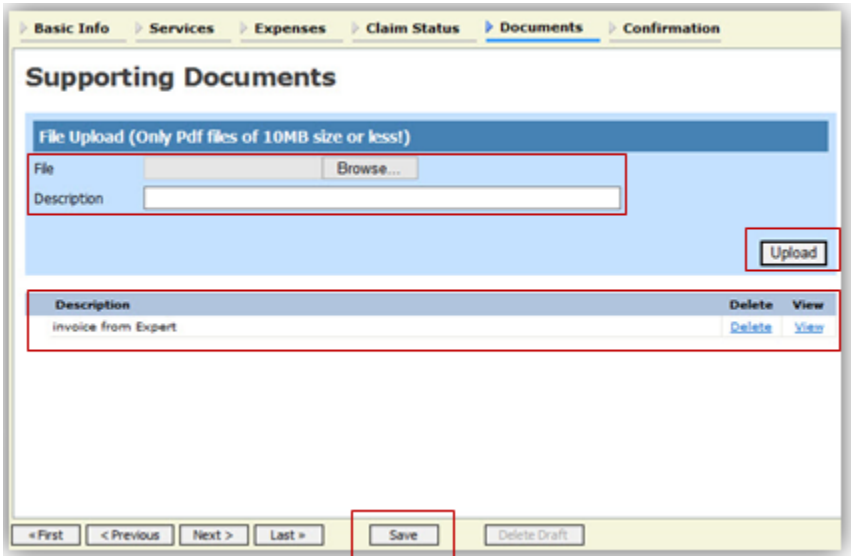
Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 **Browse** to select a PDF file to attach.

Step 3 Click **Upload**. The document will appear in the bottom of the Description section.

Note:
All documents must be submitted in PDF format and must be 10 MB or less.

Step 4 Click **SAVE**.



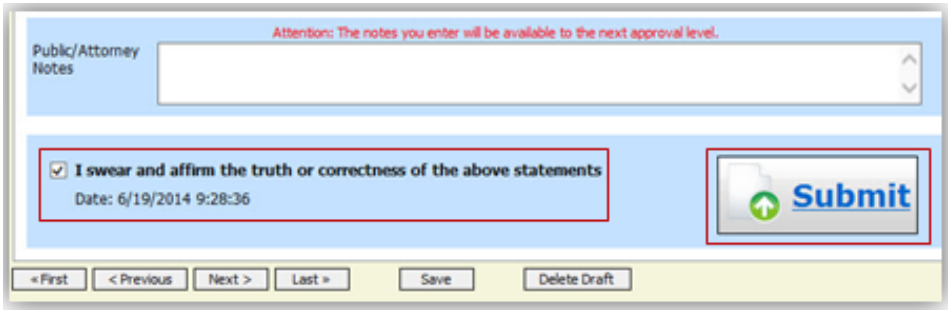
Signing and Submitting Voucher to Court

To submit the voucher to the court, click on the Confirmation tab. A confirmation page will appear.

Step 1 Verify all information is correct.

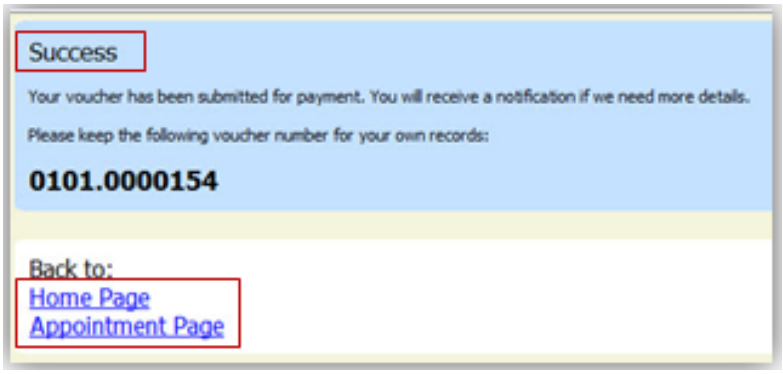
Step 2 Check the box to swear and affirm the accuracy of the voucher. This will automatically time stamp the voucher.

Step 3 Click **Submit**.


Attention: The notes you enter will be available to the next approval level.
Public/Attorney Notes
I swear and affirm the truth or correctness of the above statements
Date: 6/19/2014 9:28:36
Submit
« First
< Previous
Next >
Last »
Save
Delete Draft

A confirmation screen will appear indicating the action was successful.

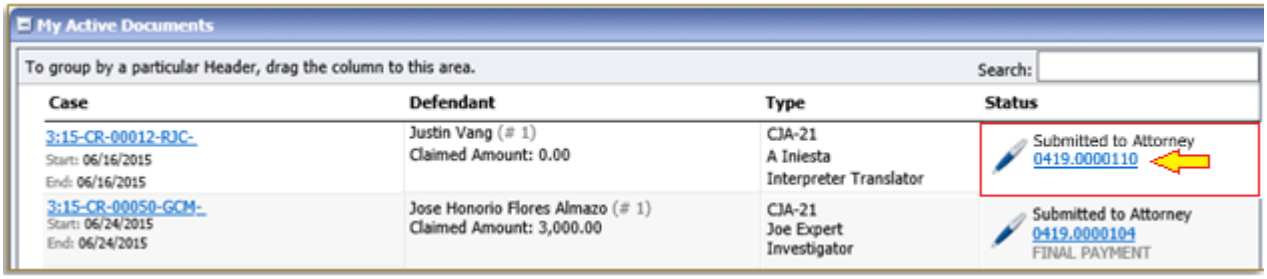
Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to continue working with this appointment.


Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000154
Back to:
Home Page
Appointment Page

> **Note:**
> Since you are submitting the voucher on behalf of the expert, you'll need to approve the voucher twice: **Once** while submitting it for the expert, and a **second** time after it appears in the "My Active Documents" section. **Both approvals are required for payment**.

The voucher will appear in the "My Active Documents" section, with the status of "Submitted to Attorney."

Step 5 Select the voucher.



Signing and Submitting Voucher to Court (cont'd)

Step 6 Navigate to the Confirmation tab. Verify all information is correct.

Step 7 Certify the information is correct by checking the box. This will automatically time stamp the voucher.

Step 8 Click **Approve**.

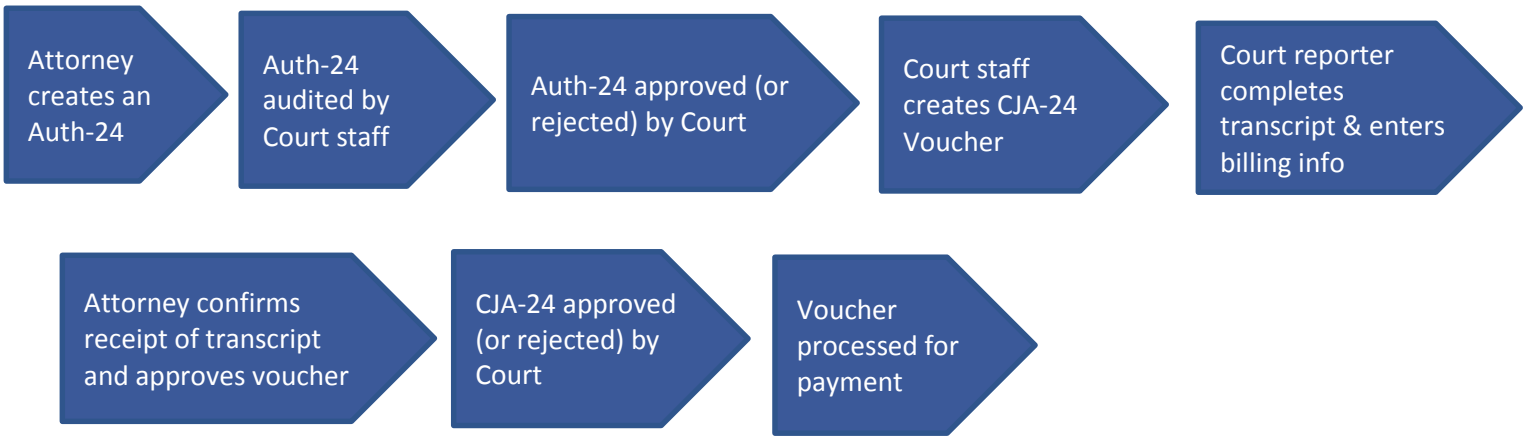
The voucher will now appear in the "My Service Provider" section, with the status of "Submitted to Court."

Note:

- Final Payment is requested after all services have been completed.
- After Final Payment number has been submitted, a Supplemental Payment may be requested due to a missed or forgotten receipt.

CJA-24 Voucher Process Overview

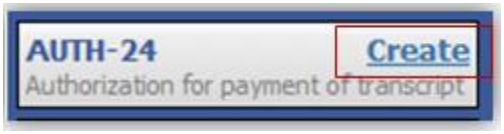
Court appointed counsel seeking authorization for payment of a transcript must first submit an Auth-24 in the CJA eVoucher system. Below is an overview of the CJA-24 workflow.


Attorney creates an Auth-24
Auth-24 audited by Court staff
Auth-24 approved (or rejected) by Court
Court staff creates CJA-24 Voucher
Court reporter completes transcript & enters billing info
Attorney confirms receipt of transcript and approves voucher
CJA-24 approved (or rejected) by Court
Voucher processed for payment

Creating an Authorization for Transcripts (AUTH-24)

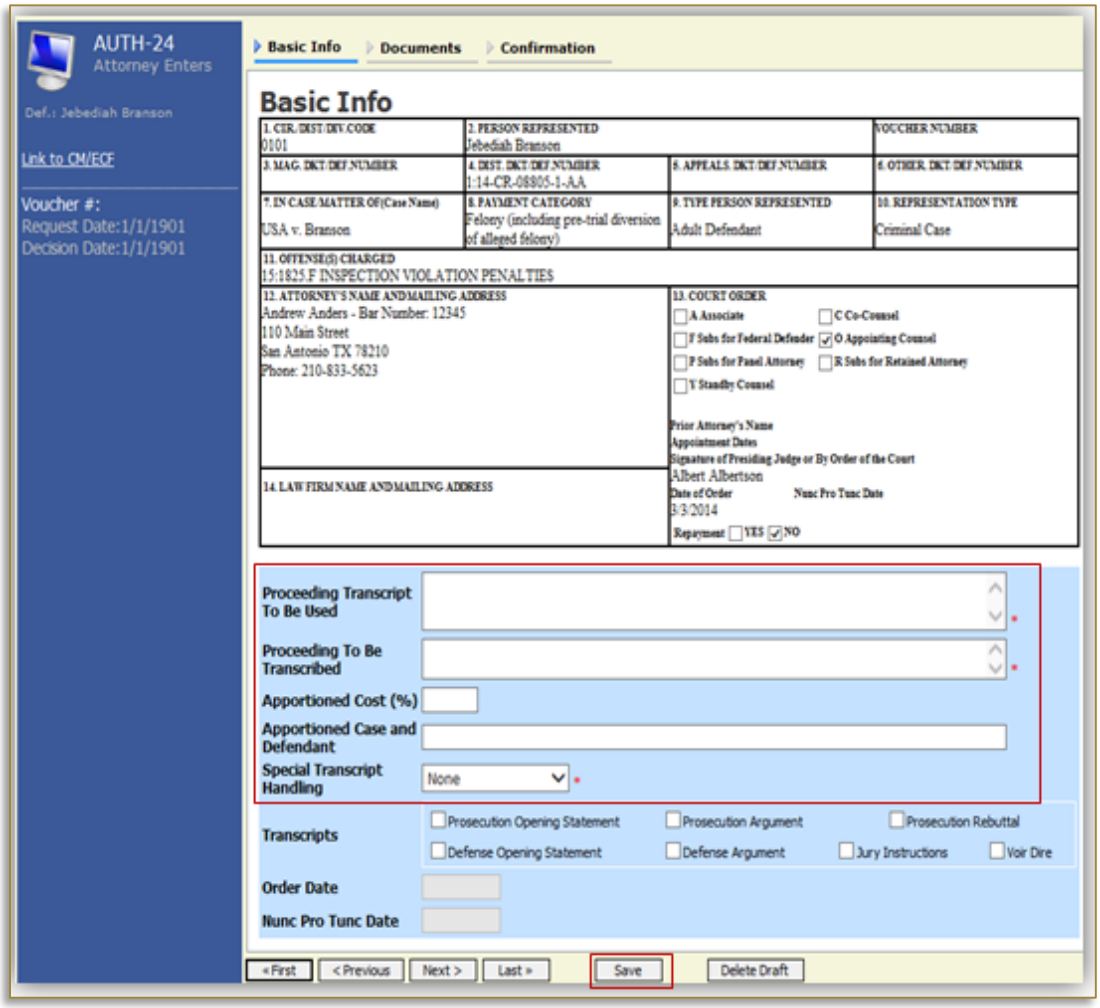
Step 1

From the Appointment page click **Create** Auth-24.
The Authorization opens to the Basic Info page.



Step 2

Enter the details for the transcript required on the Basic Info screen.



Step 3

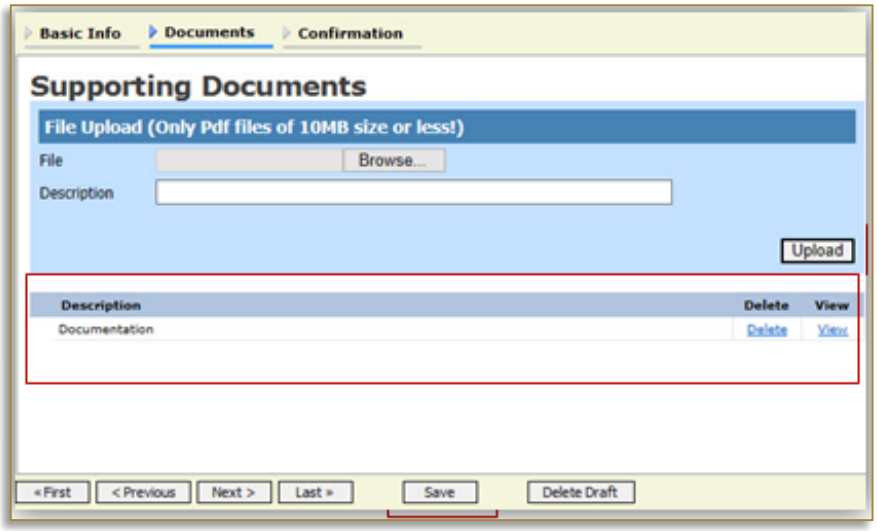
Click **SAVE**.

> **Note:**
> There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Creating an Authorization for Auth-24 Transcript (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Click **Browse** to select a PDF file to attach.



Note:
All documents must be submitted in PDF format and must be 10 MB or less.

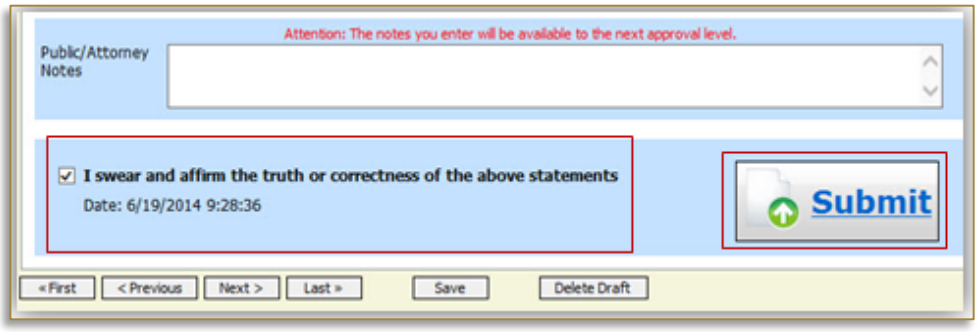
Step 3 Click **Upload**. The Document will appear in the bottom of the Description section.

Step 4 Click **SAVE**.

Step 5 From the Confirmation page, verify all the information is correct.

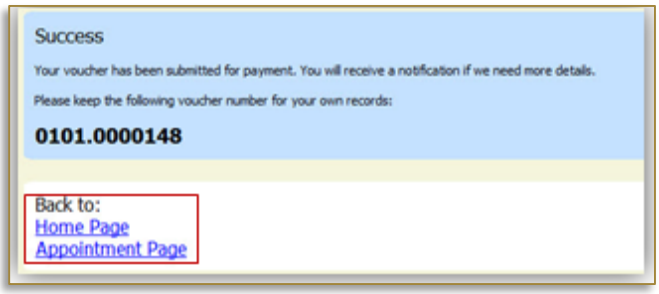
Step 6 Check the box to swear or affirm the accuracy of the voucher. The voucher will automatically be time stamped.

Step 7 Click **Submit**.


Attention: The notes you enter will be available to the next approval level.
Public/Attorney Notes
I swear and affirm the truth or correctness of the above statements
Date: 6/19/2014 9:28:36
Submit
« First
< Previous
Next >
Last »
Save
Delete Draft

A confirmation screen will appear indicating the action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to continue working with this appointment.


Success
Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000148
Back to:
Home Page
Appointment Page

The Auth-24 will now appear in the "My Submitted Documents" section on the Attorney home page.

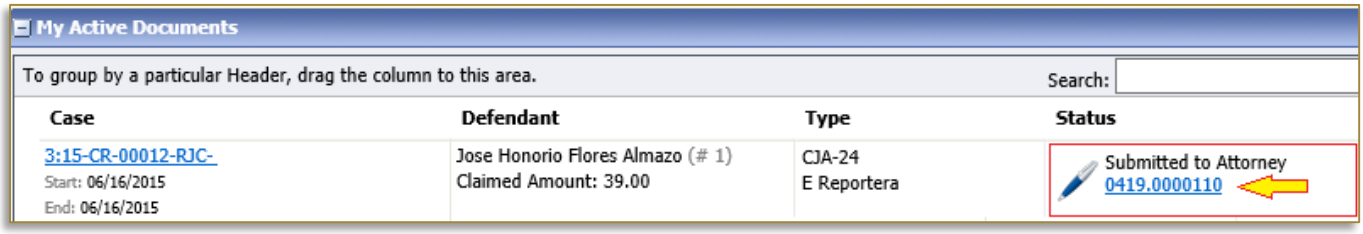
Creating the CJA-24 Voucher

After submission and court approval of Auth-24, the court staff will create the CJA-24 voucher. Notification will be sent to the court reporter. No further steps need to be taken until the court reporter completes the transcript and enters the billing information.

Confirming Receipt of Transcript and Approving the Voucher

When the CJA-24 voucher is ready for your approval, you will receive an email notification. Without delay, confirm receipt of the requested transcript by logging into the CJA eVoucher program and approving the CJA 24 voucher. The voucher will appear under your "My Active Documents" section with a status of "Submitted to Attorney."

Step 1 From your "My Active Documents" section, click on the referenced voucher.



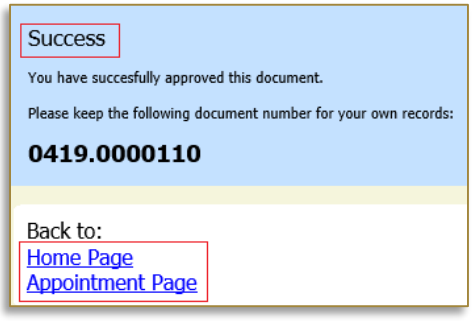
Step 2 Click on the **Confirmation** tab, and verify all information is correct.

Step 3 Certify the information is correct by checking the box. This will automatically time stamp the voucher.

Step 4 Click **Approve.**

A confirmation screen will appear indicating the action was successful, and the voucher has been approved.

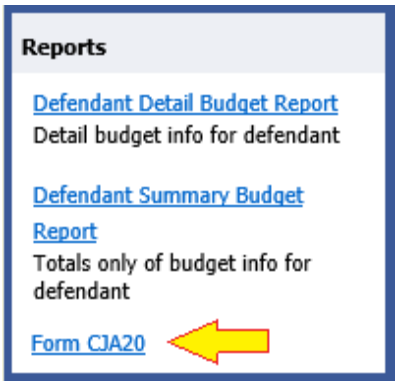
Step 5 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to continue working with this appointment.

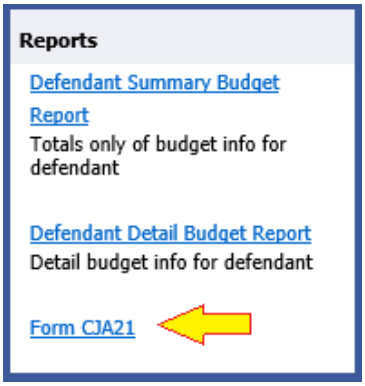


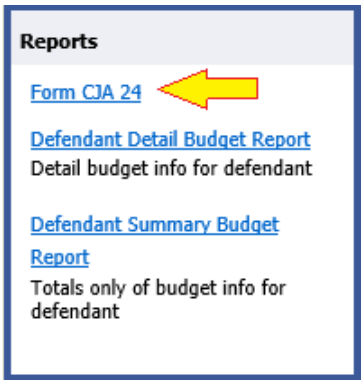
Note:
Once the court reporter fills out the required CJA-24 expense information and submits the form, it is important to remember the attorney must approve it and submit it back to the Court. Failure to do so will delay payment.

Printing Vouchers

If you should need to print the voucher and time and expense entries, open the voucher. From any tab within a voucher, there will be a Reports section on the left side of the screen. Click on the report entitled Form CJA**, and this will give you a copy of the form as well as your detailed time and expense entries. You can choose to print the report or save it as a pdf.






Reports
Form CJA 24
Defendant Detail Budget Report
Detail budget info for defendant
Defendant Summary Budget Report
Totals only of budget info for defendant